

# mansfield password

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## **PASSWORD**

The **PASSWORD** is the student handbook designed to familiarize students with Mansfield State College and the community. It is a source of information regarding regulations and policies effective on campus, major events, customs, organizations, etc., and general information about the college. Acceptance of admission to the College constitutes agreement to comply with its rules, and each student is responsible for knowledge of the regulations contained in this publication.

Mansfield State College is committed to assuring equality to all people regardless of race, color, religious creed, sex, handicap, age, ancestry, national origin, affectional or sexual preference, or union membership. This policy extends to employment within and admission to the College and is in compliance with all federal laws including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1975.

## **ACKNOWLEDGEMENTS**

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MRS. SHIRLEY M. COOK  
EDITOR  
Office of the Dean of Students



**DR. JANET L. TRAVIS**  
President

## **TO OUR STUDENTS**

Mansfield State College is a special place. Set in a beautiful region of the state, the College offers you an excellent selection of academic courses and programs, plus a wide array of extracurricular activities including athletics, cultural programs and special events. And now the College is entering a new, exciting chapter of its history. I think you will find MSC to be a stimulating, exciting place to pursue your education.

College should benefit you in many ways. The education you receive at MSC can help prepare you for a satisfying career. But more than that, MSC can help equip you for a full, meaningful life. Your college education can give you a preparation for life that no one can ever take away from you.

This student handbook contains information about the College, its academic policies, its student life programs, and many other matters of importance to you. I urge you to refer to it often, and to make use of the many services which it describes.

One last point. It is important for you to be actively involved in your education and in the life of the College. Please voice your opinions, ask questions, and get involved. The College Community benefits from your participation. At the same time, your education will be much more valuable to you if you commit yourself to clear educational goals, and if you participate actively with us in the process of achieving your goals.

**JANET L. TRAVIS**  
President



DR. JOHN H. BAYNES  
Vice President for  
Academic Affairs



DR. ROBERT L. SCOTT  
Vice President for  
Student Affairs



MRS. ELAINE R. DIBIASE  
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MR. ROD C. KELCHNER  
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DR. ROBERT E. SWINSICK  
Dean, School of Education



DR. MICHAEL PINCUS  
Dean, School of Arts  
and Sciences



DR. DAVID P. PELTIER  
Dean, Graduate Studies and  
Fine and Applied Arts



MR. JOHN J. MONOSKI, III  
Registrar



DR. WILLIAM H. BEISEL, Jr.  
Director, Continuing  
Education

## ABOUT MSC

### CAMPUS

Located on a hill overlooking the borough of Mansfield, the College is surrounded by a semicircle of still-higher elevations. Views from the campus are magnificent and typical of the scenic Northern Tier of Pennsylvania.

Buildings on campus include both traditional and modern brick, set among tall trees and green lawns.

Mansfield State College boasts a planetarium, three auditoriums, a computer center, a library with over one million holdings, and modern athletic facilities including an Olympic-size swimming pool.

Most Mansfield State students live in high-rise residence halls which include study areas, lounges, recreation rooms, telephones in each room, and laundry facilities.

Situated near the intersection of U.S. Routes 6 & 15, the College is 14 miles from Wellsboro, PA, 28 miles from Elmira, NY, 31 miles from Corning, NY, and 48 miles from Williamsport, PA.

### HISTORY

Mansfield State College traces its heritage back to 1857 when the Mansfield Classical Seminary opened with 105 students.

In 1862, Mansfield became a State Normal School. Most of the students took the elementary curriculum, but scientific and classical courses were also offered, and the first catalog (1864-66) notes a music department.

Until 1874, the school was housed in just one building. By 1890, there were four buildings, and students and faculty members had planted trees for landscaping on the campus, which previously had been almost bare of trees. The student body grew to 400 students by 1905.

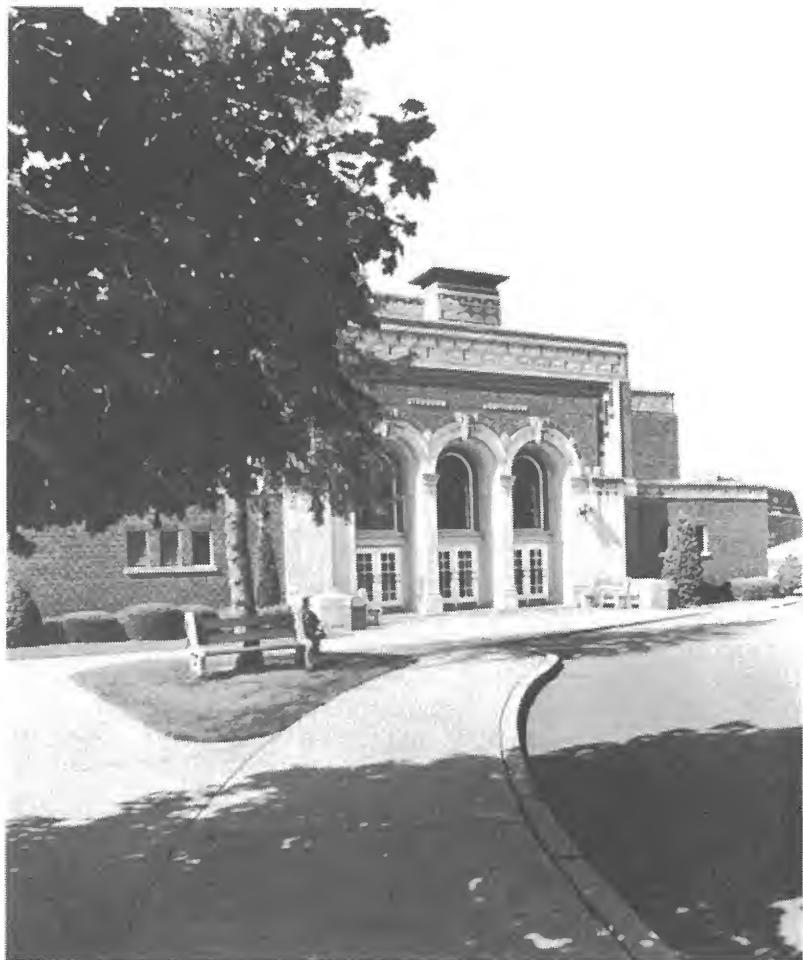
In 1926, the State Council of Education authorized Mansfield to grant bachelor of science degrees in Elementary and Secondary Education, Music, and Home Economics. On May 13, 1927, Mansfield became the first institution in Pennsylvania to be designated a State Teachers College.

Mansfield State College assumed its present name in 1960. A four-year, coeducational, fully-accredited institution, the College now consists of three schools: Arts and Sciences, Education, and Fine and Applied Arts. Mansfield State offers approximately 50 undergraduate degree programs. The College also offers Master's Degree Programs through its Office of Graduate Studies.

In the Fall of 1977, over 2,600 undergraduate students and 300 graduate students were enrolled in the College's classes. Today the campus is 175 acres in extent and the college complex includes more than 30 buildings.

## **ACCREDITATION**

Mansfield State College is accredited by the Middle States Association of Colleges and Secondary Schools, the National Council for Accreditation of Teacher Education, and the National Association of Schools of Music.



# **STATEMENT OF MISSION MANSFIELD STATE COLLEGE**

## **GENERAL STATEMENT OF MISSION**

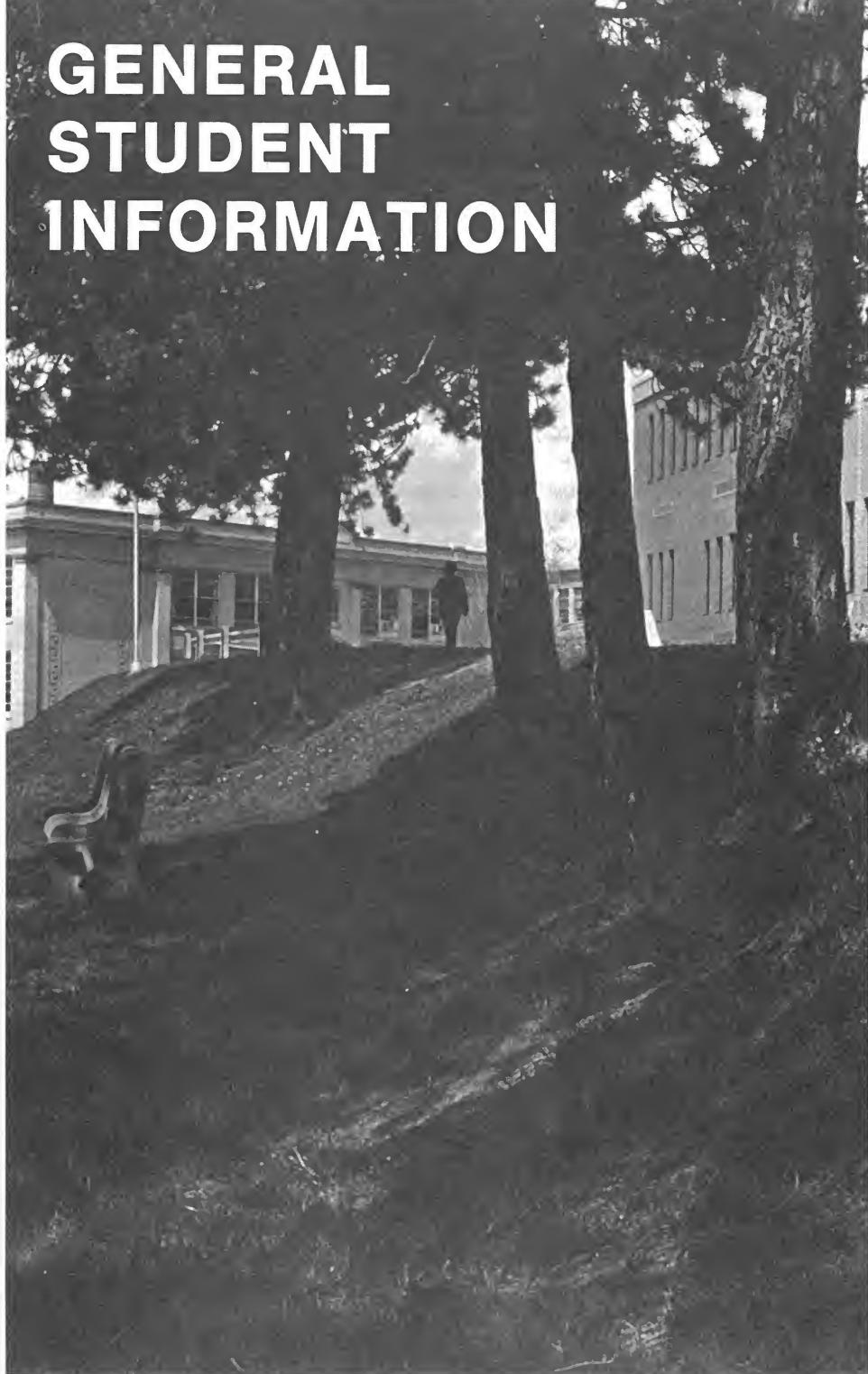
The mission of Mansfield State College is to serve the people of Pennsylvania through educational, cultural, and service programs. Full-time, resident, undergraduate students have been and will be the primary focus of educational programs offered by the College. Part-time, generally non-resident students — graduate, undergraduate, and non-credit — will be a growing focus of educational programs offered by the College. The College will be a basic cultural and service resource for the region. In all of the missions we recognize the location of the College, and shall give special attention to serving the needs of a rural population.

## **SPECIFIC MISSIONS**

1. Undergraduate education is the primary mission of the College. It will continue to be accomplished through the offering of a broad variety of academic programs at both the baccalaureate and pre-baccalaureate levels.
2. The College will continue to develop new and innovative delivery systems, both on and off campus, for selected master's and post-master's level degree programs in fields that will meet the needs of the region and Commonwealth.
3. The College will offer through a year-round program of continuing education (a) off campus undergraduate courses, (b) on and off campus non-credit courses, and (c) conferences, workshops and seminars, and will develop other programs to meet the needs of the region.
4. The College will continue to grow as a major cultural and service center for the region.
5. The College will continue to approach its various functions from a perspective which emphasizes flexibility, creativity, and experimentation.
6. Because of its commitment to the development of the total person, the College will continue to provide programs and services for students, faculty and staff that complement the missions of the College, and help to create a campus environment that promotes the social and academic growth of its residents.

This statement was approved by the Board of Trustees on January 28, 1978.

# GENERAL STUDENT INFORMATION



## DINING ROOM INFORMATION

ALL RESIDENCE HALL STUDENTS ARE REQUIRED TO PARTICIPATE IN THE FOOD SERVICE PROGRAM at Mansfield State College, except where medical waivers are obtained. Students requiring a special diet for health reasons must obtain a copy of the diet and an excuse from an attending physician and submit both to the Dean of Students Office for approval. If the Food Service is unable to furnish the diet, the student will be granted a Dining Fee Waiver. Student teachers and Interns may also request this waiver from the Dean of Students Office.

A professional food service company caters the service, and dining privileges are extended to all members of the College Community.

Regular visits by the Pennsylvania Bureau of Food Service Management health inspectors and the food service company insure constant checks on quality and operations of the service. A committee of students and Student Affairs representatives meet regularly with the managers of the food service company to discuss the service, and strive to maintain a good working relationship among the participants in the program.

Meals are served cafeteria style in Manser Hall. Students are required to return their trays to the dish room area. Second helpings are available on most items. Students are required to present their Dining and ID Cards before they are served.

### **Dining Hall hours will be as follows:**

#### **Breakfast**

Monday through Saturday (Hot breakfast) .....	7:00 AM-9:00 AM
(Continental) .....	9:00 AM-10:30 AM
Sunday (Brunch) .....	9:30 AM-2:30 PM

#### **Luncheon**

Monday through Saturday .....	10:30 AM-2:30 PM
Sunday (Brunch) .....	9:30 AM-2:30 PM

#### **Dinner**

Monday through Saturday .....	4:30 PM-7:00 PM
Sunday (Supper) .....	4:30 PM-7:00 PM

#### **Dining Hall Fines**

(The Student Government Association has established the following fines for violation of the Dining Hall Policy)

Transfer of Meal Ticket .....	\$ 5.00
Unauthorized use of Meal Ticket .....	\$ 5.00
Transfer of Meal Ticket to Non-MSC Student .....	\$10.00
Theft of Tray .....	\$10.00/Tray

### **Illegal Entry**

First Offense (MSC Meal Ticket Holder) .....	Warning
Second Offense (MSC Meal Ticket Holder) .....	\$ 5.00
Third Offense (MSC Meal Ticket Holder) .....	\$10.00
Non-MSC Meal Ticket Holder .....	\$25.00
Theft of Meal Ticket .....	\$50.00

### **ACTIVITIES FEE (subject to change)**

An activity fee of \$40.00 per semester, payable at time of registration, is required of all regularly enrolled students. This money is distributed by the Committee of Finances of the Student Government Association to support the many student activities on campus.

### **DAMAGE FEE**

A two dollar common damage fee is collected from all students to cover bills reflecting malicious damages on campus. Money remaining at the end of each fiscal year is used for improvements in various areas.

### **IDENTIFICATION CARDS**

The College Identification Card (I.D.) is issued to students, faculty, and staff. The cost of the card is \$3.00. The College I.D. Card should be carried at all times and must be shown, upon request, to authorized college personnel.

I.D. Cards should be presented at Registration. The "Activity Sticker," evidence of payment of the Activities Fee, should be placed on the I.D. Card. I.D.'s are examined at the Library, at Athletic Events, and at various campus activities.

Replacements, and new I.D.'s, are available, at a cost of \$2.00 in the Dean of Students Office, 209 Memorial Hall.

### **BOOKSTORE**

The Campus Bookstore is operated by College Community Services. Any profit accrues to College Community Services for the furtherance of student life. The store is open from 8:00 a.m. to 4:00 p.m., Monday through Friday. During registration week the store will be open special hours, as posted, to aid students in purchasing textbooks, toilet supplies, clothes, etc.

### **SOLICITING**

No one is permitted to sell or advertise any commodity on the college campus without the written approval of the Vice President for Student Affairs. If you wish to do so, or if any off-campus organization approaches you, refer them to the Vice President so they may go through the proper procedures.

## **MOTOR VEHICLE REGISTRATION**

MSC students may have cars on campus. The College reserves the right to designate parking areas.

Students having automobiles must register them with the Security Office during registration. Vehicles brought to campus after registration are to be registered with the Security Office within 24 hours.

Regulations pertaining to vehicle use are distributed at this time.

## **PROHIBITED SUBSTANCES**

The use and/or possession of alcoholic beverages, drugs and controlled substances prohibited by law is a violation of College policy and their use on campus is strictly forbidden.

## **MARRIAGE (Change of Name)**

If you marry, or otherwise have a change of name, and continue as a student, please notify the Residence Life Office, 106 South Hall, and they will notify the offices concerned.

## **CHANGE OF ADDRESS (Home or Campus)**

In the case of a change in your home address, off-campus address, or campus address, notify the Residence Life Office, 106 South Hall, who will notify the offices concerned.



## **WITHDRAWAL (Refund Schedule)**

If you must withdraw from college, certain requirements must be met so that various departmental records will be cleared. If you follow these steps, you may be sure that your records are complete and no confusion will result:

1. Go to the Counseling Center where you will receive specific instructions and withdrawal papers to be completed and returned.
2. If you withdraw and wish to return to Mansfield in the future, reapplication must be made through the Office of Admissions, Alumni Hall.

## **REFUND SCHEDULE**

The following is the refund schedule in the event that withdrawal occurs during a semester:

<b>REGULAR SESSIONS</b>		<b>SUMMER SESSIONS</b>	
First Day	100%	<b>Three Weeks</b>	
First Week	80%	First Day	80%
Second Week	80%	Second Day	70%
Third Week	70%	Third Day	50%
Fourth Week	60%	Fourth Day	0%
Fifth Week	50%	<b>Six Weeks</b>	
Sixth Week	0%	First Week	80%
		Second Week	50%
		Third Week	0%

Repayment of the previous fees will NOT be granted to students who are temporarily suspended, or are indefinitely suspended or dismissed, for the semester during which the suspension or dismissal occurs.

## **HOUSING FEE**

The housing fee will be refunded in accordance with the above schedule when the student voluntarily leaves the dormitory with approval of the Housing Director during the refund period. Housing fees will not be refunded after this as the College has been committed to furnish housing and will not be able to fill the vacant space.

## **DINING CHARGES**

Dining Charges will be refunded (on a weekly basis) for the time when the student is not at college after withdrawal, or for non-dormitory students who desire to discontinue the dining privilege. In both cases, the dining ticket **must** be returned to the Revenue Office before the refund may be processed.

## **MISCELLANEOUS FEES**

Fees other than those listed above will not be refunded for the semester involved.

All computations and processing of refunds shall originate with the Revenue Office. Checks and money orders must be made payable to the COMMONWEALTH OF PENNSYLVANIA, except where indicated otherwise.

NOTE: FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

# RESIDENCE LIFE



## **RESIDENCE HALLS**

Education, in its broadest sense, is a product not just of classroom learning, but also of knowledge gained from sharing ideas and experiences with others in the informal situations which residence halls provide. The Residence Life staff at Mansfield State College works with the residence hall councils of each building, student staff members (Resident Assistants) and interested faculty members in an effort to provide a positive environment which will help supplement and expand the education of each student.

The College, recognizing the value in diversity, is interested in having students representing all creeds, races and ethnic groups living in College residence halls. Therefore, and in compliance with the Pennsylvania Fair Education Practice Act, all residence hall assignments are made without regard to race, religion, color or national origin. Having accepted the Pennsylvania Fair Education Act, we feel that a cross-section of cultures provides a cosmopolitan community. The College also complies with all applicable Federal Civil Rights Laws.

## **RESIDENCE REQUIREMENTS**

1. All students are required by the college to reside in residence halls when there is space available.
2. Exceptions to the above may be made on the basis of age, place of permanent residence, or marital status.
3. Each student prior to occupying a room, must sign a housing agreement provided by the college and pay all designated fees and deposits.
4. Board in the college dining hall is mandatory for students residing in residence halls. Waivers for medical reasons may be requested through the Dean of Students Office.
5. All students residing in a residence hall are required to abide by regulations as prescribed by the College and/or residence hall council.
6. Mansfield State College reserves the right to enter and inspect all residence hall rooms, but will in all possible circumstances recognize and respect the individual's right to privacy.
7. Checking into a College residence hall implies acceptance of the terms of the **Residence Hall Agreement**.

## RESIDENCE LIFE STAFF



MR. JOSEPH R. MARESCO  
Director, Residence Life



MRS. BARBARA T. PASKVAN  
Associate Director,  
Residence Life



MR. JAMES G. SMART  
Assistant Director,  
Residence Life



MRS. LINDA FRIEDLAND  
Assistant Director,  
Residence Life



MS. CAROL L. KAY  
Assistant Director,  
Residence Life

## **RESIDENCE HALL STAFF**

### **Assistant Directors of Residence Life (ADRL's)**

These are full-time professional employees of the College who live in the residence halls and who are responsible for coordinating all educational and managerial aspects of a residence hall. In general, they work with the students, RA's, Hall Councils and the Residence Life Office to provide an environment within which each student can cope with social change, resolve conflicts with others, and develop to his/her fullest potential.

### **Resident Assistants (RA's)**

Upper-class students employed by the Residence Life Office who live in the residence halls and whose purpose is to provide information and basic counseling to students, to help build and maintain a sense of community and mutual responsibility in the halls.

## **RESIDENCE HALL GOVERNMENT**

Central to the enhancement of learning in the halls is the residence hall government system. Each hall elects its own council which provides, with the help of its advisor, educational and social programs for the residents of the hall. The All Residence Hall Council, which consists of representatives from each individual hall council, provides programs and recreation equipment for all resident students, as well as programming ideas and financial support for hall councils.

## **RESIDENCE HALL FACILITIES**

### **Care of Facilities**

Each resident assumes responsibility for the proper maintenance of his/her room and the common areas of the residence hall. Students are expected to maintain reasonable levels of cleanliness in these areas.

Cleaning supplies are provided in each hall for students' needs. In addition, vacuum cleaners are also available.

An area is provided in each hall for operations involving use of paints or other substances which may cause damage of a permanent nature. Please use this facility when working on projects that require working with such materials.

To avoid damage to student rooms, the use of tacks, nails, glue or tape on walls, woodwork or furniture is prohibited.

### **Damages**

A Room Condition Form is completed by each student upon occupancy. Damages to individual rooms that were not noted at the time of occ-

cupancy are assumed to have been caused by the room occupants and will be charged accordingly.

### **Keys**

Keys for individual rooms in the halls are distributed at check-in by the residence hall staff. Residents assume full responsibility for the care of the key. Information relative to replacement and collection of keys may be obtained from your residence hall staff. The replacement fee for lost keys is \$5.00/key.

### **Laundry**

Complete laundry facilities are found in all residence halls and include coin-operated washers and dryers and tubs for hand laundry.

Ironing boards are provided in each building, but each student is responsible to provide his/her own iron.

### **Telephones**

All residence hall rooms are provided with individual room phones. Long distance service for these phones is available as an option. In addition, halls have pay phones in their lobbies.

### **Refrigerators**

The Residence Life Office supervises a refrigerator rental program for compact (3 cu. ft.) size refrigerators. Details are made available prior to each semester.

### **Linen**

Students are responsible for supplying their own bed linen, towels, blankets and pillows or they may rent them from the commercial linen service authorized by the College. Details are made available prior to each semester.

### **Lounges and Recreation Areas**

Lounge and recreation areas are provided for the residents of each hall. Guests of specific residents may use these facilities if accompanied by a resident. It is expected that residents and their guests will use good judgment while using the facilities of these areas. The rights of the residents to relative quiet should be respected by those using pianos, record players, T.V., etc. in the lounge areas.

Lounge areas are administered by the individual hall council; policy as to use of lounges by campus groups is developed by them yearly, and events are scheduled by the Building Director of each hall.

### **Vending Service**

Each residence hall is equipped with food and beverage vending machines. A percentage of the profits from these machines are returned to the student activities program by College Community Services, Inc.

Requests for refunds resulting from losses by individual students should be made at the main desk in the hall where the loss occurred.

### **Mail Service**

All students are assigned mailboxes in their own residence hall. Mail is delivered daily Monday through Friday. Address mail as follows:

Name \_\_\_\_\_  
Box # \_\_\_\_\_ Hall \_\_\_\_\_  
Mansfield State College  
Mansfield, Pennsylvania 16933

### **Kitchen Units**

Kitchen areas are provided in each residence hall for the preparation of occasional meals and snacks. These units are not intended for *regular* meal preparation.

### **Resource Centers**

Each residence hall has a variety of resource items (e.g., typewriters, calculators, dictionaries, study aids, reading library, tape players) available on a sign-out basis. Students are encouraged to utilize these materials.

## **RESIDENCE HALL PROCEDURES**

### **Registration**

Each resident will be issued keys, and complete a Room Condition Form at check-in to your individual hall.

### **Residence Hall Check-Out Procedure for Vacations**

1. Clean room
2. Close windows
3. Extinguish lights, unplug all appliances
4. Remove perishable items
5. Close and lock door

### **At the end of term or upon withdrawal:**

1. Notify Assistant Director of Residence Life in your hall.
2. Clean room
3. Have room checked
4. Turn in keys

## **EMERGENCY PROCEDURES**

**A. Fire**

1. Set off the nearest fire alarm station.
2. Vacate the building by use of the various exits.
3. Call Mansfield Fire Company (662-2222).
4. Call Security Office (662-4031).
5. Notify your Assistant Director of Residence Life.
6. Security officers, fire captains and resident assistants will make certain all persons are kept at a safe distance and do not interfere with firefighting equipment.
7. Once the above procedures have been followed, the Director of Residence Life should be notified.
8. In case of a localized fire, every effort should be made to extinguish the fire by use of fire extinguishers on each floor of each building on campus.
9. The Security officer present will notify the residents when it is safe to re-enter the building.
10. In a classroom building, faculty members will make certain that students leave the room in an orderly manner. Further, they will make certain that all windows inside the classroom are closed prior to its evacuation whenever physically possible.

**B. Personal Injury or Sickness or Death**

1. If in a residence hall, notify the Assistant Director of Residence Life, Infirmary (662-4398) and Security Office (662-4031).
2. If in a classroom or on campus (not in a residence hall), notify the infirmary, Security Office and the Dean of Students.
3. In cases of extreme injury or death, the Vice-President for Student Affairs must be notified by the Infirmary or Security.

**C. Building Collapse or Explosion**

1. Every effort is to be made to evacuate the building as quickly as possible using procedure for evacuations as outlined in Section A.

**D. Natural Disasters (Tornadoes, Hurricanes) or Civil Defense**

1. Proceed to the basement of the nearest building. Remain there until proper notification is given to leave.

**E. Bomb Threats**

In case of emergency, the residence halls will be evacuated as follows:

1. Fire alarms will ring.
2. Occupants will proceed as for fire drills.
3. The residence hall staff will be responsible.
4. Students will then be told by Security which building or buildings is/are threatened, and will be directed to safe temporary housing.
5. Each residence hall staff member has a list of the buildings as alternatives that his/her hall is to use — taking the first safe one on the list.

## **RESIDENCE HALL REGULATIONS**

### **General**

1. Residence halls are communities and, as such, all residents have responsibilities to one another. Mutual consideration is essential if the community is to function effectively. All people living in residence halls will take into consideration at all times the rights of others to relative quiet and privacy. It is the responsibility of all residents to see that this mutual consideration is afforded to each student.
2. All residence halls are governed by regulations prescribed by the elected governing bodies and Mansfield State College.
3. Visitors to the residence hall are subject to the same regulations as students residing in that area. It is the visitor's, as well as the host's, responsibility to know and comply with visitation regulations in effect in each residence hall.
4. Students are bound by the residence hall agreement to follow all regulations contained therein.
5. Residence halls open at 7:00 a.m. daily, and close at midnight Sunday through Thursday and at 2:00 a.m. Friday and Saturday. Entrance may be gained after these hours by a means specified in each residence hall.
6. Residents may have overnight guests: female in Women's Residence Halls, male in Men's Residence Halls. However, such guests must be registered with the Assistant Director of Residence Life.
7. The hours between 8:00 PM and 8:00 AM, Sunday through Thursday evenings, have been designated as STUDY HOURS/QUIET HOURS.

The following is a copy of the Residence Hall Agreement signed by all students wishing to live in College Residence Halls:

### **MANSFIELD STATE COLLEGE RESIDENCE HALL AGREEMENT**

1. **ELIGIBILITY** requirements for College housing include status as a student, payment of debts to the College, and continuous compliance with College and residence hall regulations.
2. **RESERVATION** of space is made by returning required materials, including signed Housing Agreement, and receipt for a \$50 room deposit (not refundable after July 1), to the Residence Life Office. Rent is paid by the semester upon receipt of a bill from the Revenue Office and is not refundable after the room has been occupied except as outlined in the fee refund policy ad contained in the College Catalog.

3. OCCUPANCY is required on the first day of classes and consistently thereafter. Rooms unclaimed at the beginning of a semester or, in the judgement of the College, not used continuously by the student assigned will be forfeited and reassigned unless written permission for late arrival or sustained absence has been given by the Residence Life Office.
4. TERM OF OCCUPANCY and financial obligation to the College is for the entire academic year unless permission is given to relocate temporarily (eg., for student teaching). All other exceptions must be approved by the office for the Vice-President for Student Affairs.
5. ROOM ASSIGNMENTS, AND CHANGES are prerogatives of the College and effected only by written authorization from the Residence Life Office. In assignment, mutual roommate preference will be honored where possible. Room changes are discouraged, but may be authorized under special circumstances.
6. ACCESS to an assigned room is given to the student only during regular academic sessions which require his presence on campus. The student is required to vacate his or her room by the designated closing times or by noon of the day following his final class or examination.
7. VISITORS to residence halls and student rooms are permitted only as authorized by College and hall regulations.
8. FACILITIES AND SERVICES provided by the College include bed, mattress, dresser, desk and chair. Students must provide their own pillow, linens, waste basket, toilet articles and such other accessories as he/she may desire.
9. STUDENT OBLIGATION includes liability for — or insurance against — personal property loss or damage (i.e., where legal negligence of others does not pertain); care and cleaning of rooms and maintenance of health and safety standards; payment for damage to College property; purchase of a meal ticket; and provision of a complete address to correspondents in order to guarantee mail delivery.
10. PROHIBITED ACTIVITIES AND POSSESSIONS INCLUDE occupancy by persons other than those assigned or registered guests, commercial activities, tampering with fire or safety equipment, illegal drugs, gambling, alcohol, moving College property, ironing in students' rooms, open flames, candles, cooking in students' rooms, gasoline, kerosene, oil, explosives, firearms or other weapons, pets (except fish), tape, tacks or nails on painted surfaces, refrigerators over 5 cu. ft., water beds, and the use of darts or dart boards in students' rooms.

11. INSPECTION of rooms for reasons of health, safety, maintenance or to determine whether College policy is being violated, is a right reserved by the College. Routine inspections do not include searches, which may be conducted only with specified probable cause, authorization from an ADRL or higher official, and the presence of room occupants unless it is impossible to locate them and give them sufficient notice. The College will, however, recognize and respect the individuals' right of privacy in all possible circumstances.

### **FIREARMS PERMITS AND SAFETY**

- (1) **All** firearms must be registered through the Security Office.
- (2) **All** firearms must be stored in gun lockers in the Security Office. Students in possession of a state permit to carry a concealed weapon must report directly to the Campus Chief of Police. The student will be permitted to carry a concealed weapon only with the additional understanding of both the Chief of Police and Dean of Students.
- (3) Firearms may be checked out of the Security Office at any time with the proper identification.
- (4) Security will maintain an in/out signed log identifying exact date/times of firearm transfers. Each firearm will be identified on a firearm registration form with an attached number affixed to the weapon while in storage.
- (5) Ammunition and hunting knives will also be maintained in the Security Office.
- (6) Students are to exercise extreme caution when transporting firearms to and from the Security Office.

### **ROOM PAINTING**

Although residence hall rooms are painted by the college according to a regular maintenance schedule, some individuals may wish to change the basic color or repaint their room ahead of schedule. The college does allow such a student painting program but it is imperative that a student check with his/her Assistant Director of Residence Life first to get permission and become aware of the guidelines.

### **PETS**

For basic health reasons, no pets (with the exception of fish) are allowed to be kept in rooms or brought into the residence halls under any condition.

# STUDENT SERVICES



## **CAREER PLANNING AND PLACEMENT SERVICES**



**MR. THOMAS J. COSTELLO**  
Director, Career Planning  
and Placement



**MR. FRANCIS J. KOLLAR**  
Assistant Director, Career  
Planning and Placement

The Career Planning and Placement Service is maintained to counsel students on career development and specifically to help students and alumni plan further academic work or secure professional positions. Assistance is provided so that the individual may correctly evaluate himself/herself, assess employment opportunities, and select a vocational area that can lead to personal growth and satisfaction.

### **PLACEMENT SERVICES**

- I. The Student Placement Bureau is operated to fulfill the following purposes:
  - A. Assemble and keep a permanent record of the student's probable and actual employment potential and such other information as the student may wish to supply. This record will be distributed to prospective employers upon their request.
  - B. Assist students in securing positions of employment.
  - C. Assist employers in securing qualified people to fill existing vacancies.
  - D. Assist students to obtain summer employment.
  - E. Assist College Authorities in the gathering of information from graduates and employers relative to the strengths and the weaknesses of the College as part of the follow-up program.

- II. The Student's Placement Folder will contain:
  - A. A personal data sheet.
  - B. Three or more faculty recommendations.
  - C. An outside reference, one not affiliated with the College.
  - D. Recommendations for student teaching or other work experience gained as a part of the candidate's academic program.
  - E. An unofficial transcript of the student's academic record.

## **CAREER COUNSELING SERVICES**

Counseling is provided to help all students and alumni to (1) analyze their aptitudes, interests, educational preparation, short- and long-range goals; (2) obtain information concerning appropriate areas of occupation; (3) investigate specific job opportunities; (4) prepare themselves to conduct job campaigns and to present themselves effectively as candidates; (5) evaluate job offers; and (6) choose the opportunity that will best satisfy their particular criteria. Throughout this process, the director of placement establishes and maintains contact with potential employers in the areas of education, government, business and industry; represents the College and its students in relations with employing organizations; and maintains contact with regional and national placement organizations.

In addition to career planning, available assistance includes:

- 1. The development and permanent maintenance of cumulative professional credentials for each registrant, which are sent to prospective employers at the employer's request.
- 2. Information on certification and examination requirements.
- 3. Posting notices of position vacancies.
- 4. Scheduling of on-campus interviews with professional recruiters for teaching and professional positions.
- 5. A Career Development Library is maintained by the Career Planning and Placement Service. Students may examine information pertaining to careers in business, industrial, or educational settings during regularly scheduled hours.
- 6. For those students anticipating study toward an advanced degree, general information regarding programs and admission requirements of graduate schools is available. Also, information pertaining to assistantships, fellowships, and scholarships will be posted periodically in the occupational library, Room 209, South Hall.

7. Seminars by the Placement Staff on the credential packet, letter and resume writing, interview techniques, and job opportunities in various fields are available for use in classes. Seminars on graduate school, entrance examinations for graduate study, and women's careers are also conducted.

### **SUMMER OFF-CAMPUS EMPLOYMENT**

The College wishes to impress prospective students that the location of Mansfield State College in a rural, non-industrialized region of the state greatly reduces the opportunities for outside part-time employment. Further, with increased emphasis placed on scholastic attainment at this college, the number of hours in which a student may engage in employment has tended to drop sharply in recent years. The acquisition of off-campus employment is the responsibility of the individual student although the Career Planning and Placement Services may be able to provide some limited job vacancy information. There has, however, been made available to qualified applicants, some part-time off-campus State and Federal Workstudy Program employment.

Additional information may be obtained in the Office of the Director of Student Financial Aid. The Career Planning and Placement Office maintains a current listing of Summer job vacancies throughout the state and nation as they are received.



## COLLEGE HEALTH SERVICES



MRS. MARGARET JONES  
Supervisor,  
Doane Health Center

The College Health Service operates in a modern, fully equipped facility which provides every convenience necessary for the health needs of students, who are served by a physician and registered nurses. Hospital care is provided at the Soldiers and Sailors Memorial Hospital in Wellsboro, in addition to care rendered in the 18-bed infirmary at the college.

The services of the Health Center are extended to all students of Mansfield State College. These services include a preventative health program which consists of tuberculin testing administered to all seniors to meet graduation requirements and to all personnel working with the food services associated with the college. Influenza immunization clinics are held in the fall in October and November.

Allergy vaccine is administered to students if it has been prescribed by their physician; such injections will be given while the doctor is in the Health Center.

Members of the health staff work to furnish a thorough but friendly and individual service to which a student may come for help of any sort. You are urged to consult the Health Center at any time for purposes of diagnosing suspected contagious diseases or other illnesses. Since medical records and consultation are **entirely confidential**, there is no possibility of embarrassment to the student and consequently no reason for avoiding diagnosis.

Students who are ill are encouraged to report to the Health Center to be evaluated and treated by the nurses and the college physician, and where conditions indicate, admission to the infirmary is encouraged.

Infirmary services are available twenty-four hours a day during the time the College is in session.

## **CHARGE TO STUDENTS**

The following charges, payable at the Revenue Office, are made to students staying in the infirmary:

Day Students — \$3.25 per day for dining room service, no charge for infirmary.

Residence Hall students — no charge

Medications and treatment are dispensed to students at a very minimal charge, depending on the type of medication prescribed.

## **INFIRMARY HOURS**

Monday through Friday — 8:00 a.m.-4:00 p.m.

(Except 12:00-1:00 p.m. — emergencies only).

4:00 p.m.-12:00 p.m. midnight.

12:00 midnight-8:00 a.m.

At 11:00 p.m. the Health Center is closed and only emergency cases are seen after this hour.

Saturday and Sunday — the Health Center is open from 8:00 a.m.-8:00 p.m. After these hours a nurse is on call at the Health Center and may be reached by phone. The number is 662-4398.

## **COLLEGE PHYSICIAN'S HOURS**

Monday through Friday — 9:00 a.m.-12:00 noon

Except for emergencies, all students wishing to see the doctor should come to the Infirmary at these hours. If necessary, an excuse for class or being late to class can be issued.

## **VISITING HOURS**

Monday through Friday — 2:00-4:00 p.m.  
7:00-9:00 p.m.

Saturday and Sunday: The above hours apply if the Infirmary is open.

There shall be no more than two visitors in one room at a time. Stop at the nurse's desk to see if visiting is permissible.

The above visiting regulations are in line with general procedures to insure that the nurses and doctor can carry out their many functions and to insure the proper amount of rest for the patients.

## **STUDENT HEALTH INSURANCE PLAN**

Mansfield State College offers its full-time students, through Higham, Neilson, Whitridge & Reid, Inc., a comprehensive hospital, surgical, and medical insurance program which provides twelve-month protection against the cost of injury or illness. This policy covers the student not only while at school, but during school holidays, summer vacations and other times when the student is away from the college.

Full-time students will be covered under the plan effective September 1 through the next August 31, provided they register, and pay the insurance fee appearing in the student bill by registration date.

Students who do not register until the start of the second semester will be covered when the second semester begins through August 31 provided they register and pay the insurance fee appearing in the student bill by registration date.

Coverage includes such areas as hospital bills, surgical benefits, diagnostic X-ray and laboratory examinations, and numerous other areas. For complete information ask for a brochure from the Office of the Vice President for Student Affairs.

## THE COUNSELING CENTER



MR. STERLING  
SALTER  
Counselor



DR. W. MICHAEL  
JOHNSON  
Director,  
Counseling Center



MS. SUSAN  
KRIEGER  
Counselor

The Counseling Center assists students in making decisions related to the immediate problems of college adjustment and to broader problems of effective living. Students are invited to make an appointment for help or to simply stop by at their convenience. Typical problems might be the strengthening of academic performance, developing career plans, solving personal concerns, improving study habits, or improving personal relationships.

With a professional counselor, the student may explore freely and entirely IN CONFIDENCE, any problems or feelings which are important to him/her, to assess individual make-up, to acquire increased self-understanding and sensitivity to others, and to grow in the direction of personal choice.

The Center is open Mondays through Fridays from 8:00 a.m. to 4:15 p.m. Counselors are also available to meet with you in dorm rooms or other locations comfortable to the student. The services of the center are available free of charge to all MSC students and staff. All members of the college community are encouraged to avail themselves of these services whatever the nature or seriousness of the problem.

Appointments may be made by calling Extensions 4064 or 4065, or by coming to the Haverly House at 1st and Clinton Streets. You may choose a counselor to see. If there is no preference you will be assigned the earliest available time.

## **THE COUNSELING INTERVIEW**

All interviews take place in private offices and may last as long as one hour. Sometimes interviews are merely for the purpose of gaining information, in which case only one meeting is necessary. Often, however, the client and the counselor agree that further sessions may be helpful. Counseling usually begins with the counselor encouraging the client to talk freely about his/her concerns. The counselor listens, tries to understand, attempts to clarify, and helps the client become objective and make decisions with which he/she will be satisfied. Counseling is not simply a matter of receiving advice; it is a process of thinking through and clarifying situations with the professional help of another interested person.

Again, NO information disclosed in a counseling interview is given to anyone without express written permission of the client.

## **TESTING**

Counseling may be supplemented by means of tests. They are designed to provide the student with more information about personal interests, academic abilities, personal characteristics, study skills, and special aptitudes.

## **EDUCATIONAL ADJUSTMENT**

The abrupt change from high school to the demand of college classwork is sometimes difficult to make. Counseling can help students improve study methods and motivation, participate more effectively in class discussion, increase confidence and skill in taking tests, and assure themselves the necessary environment and emotional maturity for efficient performance.

## FINANCIAL AID



MRS. ESTHER C. ROBERTS  
Director, Financial Aid



DR. ENRICO A. SERINE  
Assistant Director,  
Financial Aid

The Office of Student Financial Aid exists to provide information and money to students. It attempts to inform the student population of application procedures and deadlines, of the types of aid available, the eligibility requirements and other pertinent data.

As a state college, Mansfield's tuition costs are substantially lower than those of private colleges; the public subsidy is reflected in the fees to all students. While remaining committed to offering financial aid to able students who can show evidence of financial need, Mansfield State College must, however, recognize that the basic financial responsibility of acquiring a higher education continues to be the obligation of the student and his family.

Matriculation at Mansfield State College is by semester; the college expects each entering student to be able to meet the expenses of the upcoming term without assistance unless such aid has been previously arranged and confirmed.

The following points are emphasized:

- (1) A new student (prospective Freshman or Transfer) should not file application for aid before his admission has been confirmed by the Director of Admissions and the Advance Registration Deposit has been paid to the College and acknowledged. Inquiries should then be made to the Office of Student Financial Aid, Mansfield State College. The Financial Aid brochure is available from the Admissions or Student Financial Aid offices.
- (2) Any student requesting financial aid must have filed the Financial Aid Form with the College Scholarship Service, Princeton, New Jersey. That agency will then advise the college of its objective analysis as to the student's (or student's family) ability to finance his own education at Mansfield State College. The Office of Student Financial Aid utilizes this information when considering

applications for all forms of student aid. Responsibility for filing the confidential statement rests with the student; help may be secured from high school principals and guidance counselors. The FAF information sheet is not an application for financial aid; financial aid applications may be obtained from the financial aid office. The College catalogue describes in detail programs and procedures for application. Details on all programs and scholarships may be obtained at the Office of Student Financial Aid.

### **PART-TIME CAMPUS EMPLOYMENT**

Part-time student employment at the College is available in the dining hall, library, dormitories, grounds and buildings, college union facilities, and offices. Such employment is awarded to students who have shown evidence of financial need. These positions are normally filled by upperclassmen, but a limited number of positions are open to freshmen. Requests for student employment are made after formal acceptance and payment of the advance registration deposit. Applications are available from and submitted to the Office of Student Financial Aid. Students must have a current FAF on file to establish eligibility.

Part-time State and Federal Workstudy Program employment is available at the college. For details see the Director of Student Financial Aid.

### **SCHOLARSHIPS**

The following scholarships are awarded by various sponsors in cooperation with Mansfield State College. Applications are available from the Office of Student Financial Aid, 107 SH.

**W.H. COLEGROVE SCHOLARSHIP FUNDS.** Annual awards of \$100 each to two deserving young women residents of Tioga County, Pennsylvania, are made for the purpose of aiding the recipients in defraying college expenses. These scholarships are not customarily available to new students.

**THEODORE PRESSER FOUNDATION SCHOLARSHIP GRANT.** The College receives annually a grant of \$400 for financing grants to outstanding junior and senior students majoring in Music Education. Grants are awarded by the Music Department with the approval of the President of the College. Applications for these grants should be made to the Chairperson of the Music Education Department. Grants are made for undergraduate work for the forthcoming academic year.

**THOMAS HOLLERAN SCHOLARSHIP.** A grant of \$1,000 annually to be awarded to a student from Potter County, Pennsylvania, who meets the stipulated criteria. Further information may be obtained at the Financial Aid Office.

**JONATHAN GEORGE MARCH SCHOLARSHIP.** An award of \$400 each semester for a student with need who is a resident of Tioga County and who may have had a previous record of academic under-achievement.

**PHEAA GRANTS.** The Commonwealth of Pennsylvania, through the Pennsylvania Higher Education Assistance Agency, has developed an extensive scholarship program based on computed financial need. Further information and applications may be obtained from the Office of Student Financial Aid.

**BASIC OPPORTUNITY GRANT (BOG).** Awardable for the first time to entering freshmen in September 1973, the federally funded Basic Opportunity Grant established an entitlement to aid based on need. Students apply independently each year on forms which may be obtained through the Office of Student Financial Aid, High School Guidance Offices or Post Offices.

**SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG).** A successor to the Federal Education Opportunity Grants (EOG) and designed to aid students of exceptional need. Students must file an aid application and current Financial Aid Form to qualify. For details, inquire at the Office of Student Financial Aid, Room 109, South Hall.

## **LOANS**

**NATIONAL DIRECT STUDENT LOANS.** NDSL's, to a maximum of \$1,-000 per year, are available through Mansfield State College to students with demonstrated need who have filed current Financial Aid Forms and applications. With the cancellation and deferment features, these federally subsidized loans have aided many students with documented need.

**THE STATE HIGHER EDUCATION LOANS.** These are loans with interest subsidy insured by the Federal Government and are available through the cooperation of banks. To obtain interest benefits, Financial Aid Form should be filed by the student; loans are normally made to a maximum of \$2,000 per academic year or documented need.

**THE ROBERT A. FARRELL FUND.** A memorial to a former professor, this fund and the Class of 1969 and 1970 Loan Fund have served as resources for emergency loans for a large number of students; they are administered through the Office of Student Financial Aid.

A Financial Aid Brochure, available to all students, explains in detail all of the programs; students are encouraged to call at the Office of Student Financial Aid at any time to discuss their individual financial problems, and to pre-plan a schedule for meeting future college costs with a "package" which may include scholarship, part-time employment and loans.

## **VETERANS BENEFITS**

Under present regulations, student veterans are eligible for a variety of aid in addition to their GI Benefits; all aid of course depends on residual need. Processing of GI Benefits and financial advice to Veterans is an additional function of the Financial Aid Office.

## **AFFIRMATIVE ACTION/ DESEGREGATION PROGRAM**

THE AFFIRMATIVE ACTION/DESEGREGATION OFFICE, in compliance with all applicable federal regulations:

- monitors progress toward meeting the goals of affirmative action/desegregation
- acts as a mediator in resolving complaints of discrimination
- works to make the college community aware of Mansfield State College's commitment to equal opportunity
- encourages the development and implementation of programs at the College which will assure equal opportunity
- collects and disseminates information relative to affirmative action/desegregation laws, plans and programs.

The HUMAN RELATIONS PLANNING COMMITTEE which is concerned with the desegregation effort on the campus is responsible for:

- identifying racial problem areas in campus life
- communicating to the campus and community about all aspects of minority affairs
- expanding efforts to recruit and retain minority students and staff
- seeking to change prejudicial attitudes toward minorities on and off campus.

Please direct inquiries concerning affirmative action/desegregation to Barbara T. Paskvan, Affirmative Action Officer, Alumni Hall, Extension 4047.

## EQUAL EDUCATION OPPORTUNITY PROGRAM



MR. DAVID H. RUSSELL  
Director, Special Programs



DR. PAUL HAFER  
Coordinator of  
AO Program



MR. WILLIAM S. CHABALA  
Counselor, Special Programs



MRS. CELESTE SEXAUER  
Reading Specialist and  
Tutorial Coordinator

The Equal Opportunity Program at Mansfield State College is a special admissions program for students who do not meet regular admissions criteria. The program is designed to assist individuals who have demonstrated qualities that would enable them to succeed in college. The Equal Education Opportunity Program provides the opportunity for enrollment at MSC.

At present there are two academic programs under the EOP: Act 101 and the Academic Opportunity Program. Supportive services, i.e., tutoring, professional counseling, financial and academic advisement are provided as integral components of both programs.

However, under Act 101 financial aid based on need is emphasized and students must demonstrate financial eligibility.

The program is committed to assure equal education opportunity for all persons, regardless of race, color, religion, national origin, ancestry, sex or age.

## **LIBRARIES**

**Building Identification** — The Main Library is located on the 3rd and 4th floor of Alumni Hall. The Education Library is located on the ground floor of Retan Center. The Music Library is located on the 3rd floor of Butler Center.

## **SERVICES**

The three Mansfield State College Libraries, Main, Retan, and Butler, are planned to provide materials to support curricular assignments, independent study, and personal interests. In addition, most of the Library Faculty are assigned to student service activities of reference assistance and teaching the efficient use of libraries in both one-to-one and classroom situations. All questions concerning informational needs and the use of collections should be directed to the librarians at the Reference Desk in each Library.

### **Library Regulations**

1. Materials that are circulated include books, pamphlets, government documents, pictures, filmstrips, film loops, kits, transparencies, certain microforms, microform readers, cassettes and cassette players. Non-circulating materials include periodicals, reserve books, and reference books. Periodicals and some reserved materials may be charged out a half hour before the library closes but must be returned during the first half hour when the library is next open. All library materials, including non-circulation materials, in the Main Library may be charged out for use in its Study Hall.
2. Materials generally circulate for four weeks with the provision that the library may recall the item for immediate return after two weeks. If needed for Reserve, an item may be recalled before two weeks. Failure to return recalled items within three days of notification will initiate a fine of ten cents a day.
3. In the lobby of the Main Library, patrons may smoke, drink beverages, and eat snacks. With the exception of smoking in the Main Library's conference rooms, patrons may not smoke, drink or eat in any other areas of the Main Library or in the Butler and Retan Center Libraries. Pets and the use of chewing tobacco are forbidden in all areas of the libraries.
4. Each library maintains a control desk close to the main exit where patrons must present all materials in their possession for inspection to ensure that all library materials have been properly charged out. Patrons who wish to avoid examination of bags, brief cases, etc. may check them at the same desk upon entering the library.

## OVERDUES

The fine for overdue reserve materials, periodicals and non-circulating materials that are charged out under special circumstances is 25¢ per hour up to a maximum of \$1.00 a day.

All other overdue materials carry fines of 10¢ per day.

When an overdue item is returned without payment of the fine, a fine card is made out with a minimum fine of \$1.00.

Overdue notices are sent periodically only as a courtesy.

## HOURS

### Main Library and Retan Center Library

Monday-Thursday	8:00 a.m.-10:00 p.m.
Friday	8:00 a.m.- 4:15 p.m.
Saturday	10:00 a.m.- 5:00 p.m.
Sunday	1:00 p.m.-10:00 p.m.
Study Hall (Main Library only): Sun.-Wed.	10:00 p.m.-12:30 a.m.

### Butler Center Library

Monday-Thursday	8:00 a.m.- 4:15 p.m. & 7:00 p.m.-10:00 p.m.
Friday	8:00 a.m.- 4:15 p.m.
Sunday	1:00 p.m.-10:00 p.m.

**Any changes in hours are posted at the entrances to the libraries.**



# COMPUTER EDUCATIONAL CENTER

## GENERAL

The Computer Educational Center provides centralized computing services for the instructional, research and administrative computing needs of Mansfield State College. The computer facility is open for use to all students; see the Information section below for where to acquire your computer ID. In addition to the maintenance and operation of the central computer equipment, the Center offers professional services in facilitating the use of computers in the academic community. These services include consulting for students, faculty and staff; systems design and programming for college-wide projects; non-credit seminars on the use of computers; a library of computer programs and reference materials; and tours and talks for classes.

## LOCATION AND EQUIPMENT

There are two facilities managed by the Computer Educational Center on campus — the Central Computer Facility and the Educational Resource Center; both are described below.

### THE CENTRAL COMPUTER FACILITY

The Central Computer is a UNIVAC 90/60 running under a virtual memory operating system called VS/9. This operating system is capable of supporting batch, interactive, and teleprocessing applications. (For more details, see the VS/9 User Guide. A reference copy is in the Center and is available for loan through the library, and purchase through the bookstore.) The following equipment is housed at the Central site.

## EQUIPMENT

Quantity	Description	Capacity or Speed
	Memory	786 K
1	Line Printer	1400 LPM
1	Card Reader	1000 CPM
1	Punch	250 CPM
3	Tape Drives	96 KB
3	Disk Drives	100 MB each
20	Asynchronous ports	
2	Synchronous ports	

## THE COMPUTER EDUCATIONAL RESOURCE CENTER

An open use area for students and faculty contains interactive terminals and a remote job entry station.

### Interactive Terminals

Presently, terminals are available for use in the following locations: 110 North Hall, Grant Science Center, and South Hall.

Teletypes  
Tektronix Graphics Display Terminal  
CRT's  
Digital Plotter

Other terminals are maintained by various academic departments within the College.

### Potential Terminal Uses

1. Computer Assisted Instruction
  - a) Tutorials
  - b) Laboratories
  - c) Programming Instructions
2. Research
  - a) Statistics
  - b) Mathematical
3. Program and Data Screening
4. Demonstrations
5. Educational Games
6. Programming
  - a) BASIC
  - b) EDT
  - c) FASTFOR

### Remote Job Entry Station (RJE)

RJE (Remote Job Entry) — consists of a medium-speed line printer and card reader for processing batch jobs. Computer programs on punched cards can be input to the computer, and high speed printed output can be obtained from the computer by using this equipment.

The Remote Job Entry Equipment is located in Room 114, North Hall, and is controlled by student assistants. It is open for students, faculty and staff use from Monday through Thursday from 8:00 A.M. to 10:00 P.M.; Fridays, weekends, holidays, and summer hours are more restrictive. Actual schedules are posted at the Resource Center and in the reception area of the Central Facility Room, 125 Alumni Hall.

### **General Philosophy**

The Remote Job Entry Station (RJE), keypunches, consultants, and work area are intended for use during published Center open hours. The facility is designed to handle small jobs on a demand basis, with overload emergencies and large jobs handled through other Center policies.

Jobs may be submitted through the facility by two methods. First, the user may operate the equipment, or secondly, cards may be left in input trays, run by an operator, and output placed in mail boxes. Input for large jobs will also be left in input trays and the processing controlled by the operator.

### **INFORMATION**

For more information on what is available, or who to contact, pick up a leaflet from the bulletin board in the south hallway of the first floor of North Hall. A Users Guide to the Center is also available. A reference copy can be obtained from a consultant in Room 114 or a copy can be purchased from the bookstore.

If all else fails, call Mr. Schroeder, Assistant Director, Instructional and Research Services, at 4497.



## **MANSFIELD UNITED CAMPUS MINISTRY**

The Mansfield United Campus Ministry represents, through its ecumenical presence, the Church on campus and the Christian concern for the spiritual dimension in the development of the whole person. Through word, witness and worship it fosters among students and faculty a ministry of service rooted in faith, hope and love. The service takes the form of a variety of programs designed to meet not only the needs of the college community but also the needs of the community at large, such as ministry to the aged and orphans, workshops and seminars on contemporary religious issues, prayer and Bible study groups, folk liturgies and experimental worship.

Two full-time campus ministers are engaged in the program: Sister Margot Worfolk, who is serving under the appointment of the Roman Catholic Diocese of Scranton, and a staff person who represents the Associated Protestant Congregations.

The Campus Interfaith Center is located at 21 N. Academy St. It is opened to students of all denominations for informal gatherings, worship and programming.

Further information about programs and personal involvement can be obtained through the Campus Ministry Office, 210 South Hall (phone 662-4431) or the Campus Interfaith Center (662-7372).

## **OFFICE OF PUBLIC INFORMATION**

The Office of Public Information has several roles. It is a news agency for the college and it is a publications office. In its capacity as a news agency, the office develops news stories about college events, people at the college, intercollegiate sports — almost anything newsworthy at MSC. The office sends these stories to newspapers, television stations and radio stations throughout Pennsylvania and also in other states. In its capacity as a publications office, Public Information supervises the development and printing of college publications which are distributed off campus. The office supplies graphic arts, photographic, writing and editing services. The office also develops advertisements and advertising campaigns, such as those for Continuing Education and for Mansfield Festival Theatre.

# STUDENT ACTIVITIES



**Clubs &  
Organizations**

## STUDENT ACTIVITIES OFFICE



MR. CLARENCE J. CRISP  
Director,  
Student Activities

The Student Activities Program at Mansfield is organized by students to provide their fellow students with those types of organizations and activities that meet the demands and needs of the student presently on campus. These extra-curricular opportunities are provided year round and are partially supported by the students through the activity fee and an occasional admission charge. The entire program, whatever the time of year, is designed to expand the possible learning environment for each participating student.

All of the organizations and activities currently active on campus have been listed on the following pages.

### **POLICIES AND RULES GOVERNING CLUBS & ORGANIZATIONS**

#### **RULES GOVERNING OFFICE HOLDING**

Scholastic requirement for seniors, juniors, sophomores and second semester freshmen is an average of C, or 2.0 at the time of the elections. Requirement for first semester freshmen is to have a ranking in the upper half of the high school class.

Student organizations are active only during the academic college year, September through May.

The college will not assume any responsibility for the collection of any financial account of any member of campus organizations not subsidized by the Student Government Association.

## **HAZING AND INITIATION ACTIVITIES**

The College believes that true fraternalism is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles of higher education.

We further believe that while social behavior cannot be legislated, a fraternity without morally sound precepts and practices is not a constructive influence upon college students.

We further believe that a fraternity has a solemn obligation in the development of its pledges and members and that this responsibility extends alike to the institutions where it is represented; to parents and others who make possible the education of pledges and members; to the communities where chapters are accountable for good citizenship; and to the college fraternity system of which it is a part.

We further believe, despite the fact that much progress has been made, that one of the most damaging instruments to the fraternity system is the employment of a program of education, which includes hazing, and that this unproductive, ridiculous and hazardous custom has no rightful place in the fraternity system.

The College defines hazing as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the house; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.

## **REGISTERING AN EVENT**

All events which are open to the entire campus must be registered and cleared on the Activities Calendar before the 22nd of the month prior to the event. Special Events Forms, to register an event, are available in the Dean of Students Office, Room 209, Memorial Hall, and must be submitted at least two weeks prior to the event.

## **FACILITIES SCHEDULING**

College classrooms, auditoriums and gymnasiums are available for use by student organizations. Information and appropriate forms for reserving facilities and scheduling events should be obtained at the Dean of Students Office, Room 209, Memorial Hall.

The rooms are available at no charge unless it is an event which incurs a small janitorial or security service charge. Use of facilities by off-campus groups may require a rental charge.

### **RECOGNITION OF STUDENT ORGANIZATIONS**

An organization that receives college recognition is authorized to use the name of the college, to utilize college physical facilities, to utilize the services of Mansfield State College and to recruit and accept members from the college community. Organizations who receive college recognition, may then petition the Student Government Association for recognition by that body. Applications for recognition are available in the Dean of Students' Office, 209 MH.

### **FUNDING OF STUDENT ORGANIZATIONS**

College Community Services, Inc., has designated the SGA and its Committee of Finance to allocate the Student Activities fees to various campus organizations. Organizations that wish to be supported by the Activities fee should contact the Chairperson of the Committee of Finance at the SGA office or the Dean of Students Office, 209 MH.



## **CLUBS AND ORGANIZATIONS**

### **ALL RESIDENCE HALL COUNCIL**

A group composed of representatives from each residence hall, the All Residence Hall Council's main responsibility is to help provide for the development of improved campus residence hall living, and to strive toward higher standards of social life and academic work.

To meet these goals, the Council, in conjunction with the individual hall councils, plans programs of an educational, social and recreational nature. In addition, it provides financial support for these programs and for the purchase of recreational equipment (T.V.'s, ping pong tables, pool tables, etc.) for the halls.

### **ALPHA PSI OMEGA (Dramatics)**

Alpha Psi Omega is a national honorary dramatics fraternity. It provides an honor society for those doing a high standard of work in dramatics. As students participate in departmental productions they are awarded points which qualify them for election to membership in the fraternity. Students must also be active members of Players.

### **ART STUDENTS GUILD**

The Art Students Guild is established to elevate the standards and quality of art experiences and provide opportunities for exposure to art related fields. Meetings are announced and held at the Art Haus, South Academy Street. Members must attend and participate in a majority of the guild functions.

### **ASSOCIATION FOR COMPUTER MACHINERY**

The Association for Computer Machinery is an international computer-oriented organization that offers computer science majors, as well as other interested individuals, an opportunity to actively participate in the latest developments of the computer world. Regular voting members pay annual \$11.00 membership charges, associate membership (for not more than one year) is free. Meetings are held approximately once a month. The purpose of the ACM is to provide a working contact between the computer industry and computer-minded students at MSC.

### **BLACK AWARENESS ASSOCIATION**

The purpose of the Black Awareness Association is to create a Black academic and social atmosphere for the Black students on our campus, and also to enhance the future enrollment of Blacks by instilling in them a personal interest in our college.

Membership in the Black Awareness Association is open to all Mansfield State College students, faculty and staff who are interested and concerned with the Black cause, regardless of race, creed or color.

## **CAMPUS 4-H**

Campus 4-H, a national organization, welcomes previous and new members. This club is an equal opportunity service based club; it works with local and surrounding 4-H clubs in Tioga County.

## **CARONTAWAN**

The Carontawan is Mansfield's Yearbook. The word Carontawan (pronounced car•on•te•wan) is of Indian origin, meaning small town or a big hill. The yearbook is a reflection of Mansfield's student life, through the efforts of its staff and advisor. Interested students are welcome to attend meetings on Wednesday evenings at 7 p.m. in 211 Memorial Hall.

## **CHEMISTRY CLUB - A.C.S. STUDENT AFFILIATE CHAPTER**

The objectives of this chapter are to afford an opportunity for students of Chemistry and related disciplines to become better acquainted, to secure the intellectual stimulation that arises from professional association, to obtain experience in preparing and presenting technical material before chemical audiences, to foster a professional spirit among the members, to instill a professional pride in chemistry and to foster an awareness of the responsibilities and challenges of the modern chemist.

The chapter sponsors various guest lectures, films, and other special projects such as trips to Industrial Research Groups, Universities, and Government Agencies.

## **CHESS CLUB**

Chess players can engage in casual play, skittles, and tournament competition as members of the Mansfield State College Chess Club. The club sponsors its own tournaments, and it arranges for intercollegiate play. In addition, club members have access to chess books and the advice of experienced, officially-rated players. Beginners should not hesitate to come, however, because all games, except tournament games, are played for fun.

## **CHEERLEADERS**

MSC cheerleading is open to everyone, male and female, who has an interest in leading cheers. The cheerleaders are made up of three squads — football, basketball and wrestling. Tryouts are held in the spring of the year for football, while the basketball and wrestling squads try out in the fall. To be an MSC cheerleader you must show "Dedication" to your school and to your squad. Come out, show your spirit, and support the WINNING team.

### **MSC COLLEGE PLAYERS**

College Players is the dramatics group on the campus. Several shows are put on each year for the campus and the community. Students have an opportunity to act, as well as work in technical areas. Membership is open to all interested students.

### **COLLEGE REPUBLICANS**

The College Republicans is affiliated with the State College Council Young Republicans. The goal of the club is to stimulate interest in college students for political activities and governmental affairs from a Republican viewpoint.

### **COLLEGE UNION BOARD**

The College Union Board (CUB) is the campus student activity programming board composed of, and open to all, MSC students. It is presided over by a Student Board of Directors who are responsible for effective social, cultural and educational programs on campus. The Board is advised by the Director of Student Activities.

The College Union Board provides weekly entertainment in the form of dances, concerts, lectures, mini-concerts, coffeehouses, touring shows, movies and various other activities. In addition, there are special weekends such as Parent's Weekend, Homecoming Weekend, Winter Weekend and Spring Weekend.

The funds for the operation of College Union Board are allocated by the Committee of Finance of the Student Government Association. CUB Offices are located in Room 215, Memorial Hall.

### **COMPUTERS AND BUSINESS CLUB**

The purpose of the Computers and Business Club is to stimulate interest in the fields of business and computing; to encourage the exchange of ideas and information in these two interrelated fields; to provide a forum for active discussion; and to provide an opportunity for students in these areas to actively participate in all of its functions.

Membership is open to all students enrolled at Mansfield State College who are registered (full- or part-time) as Business Administration Majors, Information Processing majors, or others interested in these areas. Regular meetings are held, and the time and place are announced well in advance.

## **THE COUNCIL FOR EXCEPTIONAL CHILDREN OMEGA RHO CHAPTER**

The Council for Exceptional Children is an affiliate of the national organization of the same name. Membership in our college chapter is open to all college students and especially those interested in working with children who are mentally or physically handicapped.

Regular meetings provide opportunities for members to meet and talk with specialists in the field. The organization also plans other activities of interest to the group such as sponsoring parties for area special class children. Visits are made to special schools and institutions. Included in the national dues is a professional journal published monthly.

## **CRIMINAL JUSTICE CLUB**

The purpose of the Criminal Justice Club is to promote interest and understanding of the Criminal Justice System through various activities. The organization, open to all interested students, provides the opportunity for the members to come in close contact with professionals in the areas of Law Enforcement, Corrections, and our Court System.

## **DELTA PHI ALPHA (German)**

DELTA PHI ALPHA is a national German honorary society which is dedicated to fostering the study of the German language and culture and to promoting fellowship among students in German, at both the undergraduate and graduate level.

Eligibility for undergraduate membership: 1) at least sophomore standing, 2) registration in a German course at the third year level or above, 3) at least a B- (2.7) overall average and a B+ (3.3) average in German courses.

## **ELEMENTARY EDUCATION ASSOCIATION**

The Elementary Education Association is an organization for Elementary Education majors. It provides activities to further the professional goals of the students in the department, to develop a unity within the department and to provide an atmosphere in which students and faculty may relate in a constructive manner. Activities include: speakers, field trips, and socializing.

## **MSC EQUESTRIAN CLUB**

The Mansfield State Equestrian Club provides the opportunity for students who are interested in horses to develop a knowledge of equine care and to improve their riding skills. Activities include lessons, trail rides, picnics, and the sponsoring of and participation in local horse shows. Interested members also attend the annual Pennsylvania National Horse Show at Harrisburg during October.

## **FLASHLIGHT**

The Flashlight is published weekly by the students of Mansfield State College. A wide variety of service opportunities are available for staff members, including reporting, typing, designing, selling and taking photographs.

## **FOREIGN STUDENTS CLUB**

Our Club is open to anyone. Sharing of information and experiences from different life-styles and cultures is an on-going process for club members. All students, foreign or domestic, are welcome to participate.

## **MSC FORENSICS**

The MSC Forensic Society represents Mansfield in intercollegiate speech contests. Each year the Forensic Society travels over 5,000 miles to attend fifteen intercollegiate speech tournaments. MSC competes in more than 1,000 rounds of speaking against 100 colleges and universities. Society members compete in debate, extemporaneous, impromptu, persuasive, after-dinner and oral interpretation. The MSC Forensic Society ranks in the top 10% of colleges and universities in the country.

## **FRENCH CLUB**

The French Club wants to promote understanding of the language and culture of French-speaking peoples. Club meetings are open to all interested and provide activities serving the organization's objectives.

## **GAMMA THETA NU (Oral Interpretation)**

Gamma Theta Nu was established in October, 1970 at the Annual Convention of the Speech Communication Association of Pennsylvania. The Society is now a national honorary society with active chapters in Pennsylvania, Washington, D.C., and Virginia. The purpose of this society is to band together, honor, and recognize selected college/university and high school persons who have demonstrated excellence in the communicative arts of oral interpretation, readers theatre, or chamber theatre. The membership of this Society is limited to those who have participated in the previously mentioned interpretative arts. In order to qualify for membership in the Alpha Alpha Chapter the student must: a) be a member of MSC's Oral Interpretation Society, b) participate in a variety of oral interpretation and readers theatre activities, contests, and festivals; and c) demonstrate competency in at least three of eight capacities such as director, reader, script adapter, etc. Mansfield State College was the first college/university to be granted a charter to establish a chapter of Gamma Theta Nu.

## **HISTORY CLUB**

The History Club provides activities for those students who either personally, professionally or both are interested in the field of history. Sponsored by the Department of History, the club benefits members by organizing and sponsoring movies, speakers, and various other programs.

## **INTER-VARSITY CHRISTIAN FELLOWSHIP**

Inter-Varsity Christian Fellowship is an international organization of Christian students. The Mansfield Chapter sponsors many activities, such as regular fellowship meetings at which a variety of programs are presented: Bible studies, movies, speakers, and many activities to serve the campus and community. The main objective of Inter-Varsity is to provide aid and fellowship to each person who wishes to participate in its activities and encourage each member to come to a fuller and more personal knowledge of the Lord Jesus Christ.

## **KAPPA DELTA PI**

Kappa Delta Pi, an Honor Society in Education, aims to encourage high professional, intellectual, and personal standards and to recognize outstanding contributions to education. To this end it invites to membership such persons as exhibit commendable personal qualities, worthy educational ideals, and sound scholarship.

Juniors having six and Seniors having twelve semester hours of education and who rank in the upper quintile of their class are eligible to be considered for membership. It is a distinct honor and a recognition of educational achievement to be invited to join Beta Rho Chapter of Kappa Delta Pi.

## **KAPPA KAPPA PSI**

Kappa Kappa Psi is a national fraternity whose purpose is to honor outstanding bandmen through membership. The membership also serves as a service organization to the band program. To be eligible for membership, students must have completed at least one semester of band participation and be regularly enrolled members of the college band program. A minimum cumulative grade point ratio of 2.00 is also required. Any student meeting these requirements and demonstrating outstanding qualities of leadership and musicianship may be selected for membership.

## **KAPPA OMICRON PHI (Home Economics)**

Kappa Omicron Phi is a national honor society with membership in the Association of College Honor Societies. The first chapter was founded December 11, 1922 in Maryville, Missouri. Alpha Beta Chapter was founded in August 1948. To be eligible, a home economics student must have completed eight semester hours in home economics and be in the upper thirty-five percent of the class. The purpose of this honor society is to further the best interests of home economics by recognizing and encouraging scholastic excellence, developing leadership abilities, fostering professional activities and interests, and promoting fellowship among faculty and students of the profession.

## **KAPPA PHI**

Founded at the University of Kansas in 1916 by the wife of a Methodist minister, Kappa Phi is historically linked to the United Methodist Church. However, its membership is open to any university woman who finds interest and meaning in the organization and its principles.

Kappa Phi is independent and self-supported by its members. All fees and dues are kept minimal so that no one will be excluded from membership because of lack of funds.

The aim of Kappa Phi is to provide a Christian sisterhood for university women which will promote the spiritual growth and active participation of each member in the church and community of today and tomorrow.



## LAMBDA SIGMA

Lambda Sigma is a national honorary service organization for second year college students. Alpha Epsilon is the active chapter on the MSC campus. Founded as Swannes in 1969, the colony achieved national leadership in the ensuing year. Men and women are invited to membership at the termination of their freshman year on the basis of their scholarship, leadership, service, and fellowship. Members in their sophomore year serve the college community in a voluntary capacity in many respects.

## THE LATTER-DAY SAINT STUDENT ASSOCIATION

The Latter-day Saint Student Association is part of the Church of Jesus Christ of Latter-day Saints. Our purpose is to provide fellowship for students who are members or friends of the Church of Jesus Christ of Latter-day Saints and to further the goals of the Church at Mansfield State College. Meetings are held weekly and no one shall be excluded from membership on the basis of sex, race, creed or color. Anyone who is interested and willing to live the standards of the Church of Jesus Christ of Latter-day Saints may become a member. Meetings are open to all.



## **MATHEMATICS CLUB**

The Mathematics Club is an organization to meet the needs and interests of the members, mathematically or otherwise, to better the communications between students and faculty and to encourage students into statewide organizations. Some of the activities include: speakers, field trips, helping the Mathematics Department, and socializing.

## **MUSIC EDUCATORS NATIONAL CONFERENCE (MENC)**

### **Student Chapter No. 162**

The MENC Student Chapter of MSC is an organization open to all students and faculty interested in the music education field. The purpose of the group is to create interest and provide information concerning current issues in the profession. Guest speakers, clinicians and performing groups are featured at monthly meetings.

## **NATIONAL ART EDUCATORS ASSOCIATION**

### **STUDENT CHAPTER**

The National Art Educators Association is open to all students interested in expanding their knowledge in Art Education. The purpose of the organization is: (1) to raise and maintain a high quality of art education on campus and in the community; (2) to gain greater insight and perspective about the teaching of art and contemporary concepts in art education; (3) to sponsor service projects such as exhibitions, field trips, speakers, etc.; (4) to promote an exchange of ideas in art education; (5) to instill a cooperative attitude between faculty members of the Art Department and students interested and involved in art.

## **OMICRON DELTA KAPPA**

Omicron Delta Kappa is a national honorary society which recognizes outstanding contributions in leadership by junior and senior students. Invitations are extended to both men and women on the initial basis of 64 hours and a 3.0 QPA. Final selection is based on overall scholarship, leadership, and service to the campus and community.

## **OMICRON GAMMA PI**

Omicron Gamma Pi, College Chapter of the Pennsylvania Home Economics Association, is affiliated with the American Home Economics Association. It is open to all home economics students at Mansfield State College. The purpose of this professional organization is to stimulate interest in home economics for the betterment of its members.

Omicron members have the opportunity to attend and participate in professional state meetings as well as chapter ones. Omicron meets the second and fourth Thursdays of every month and one of the two meetings usually features a professional guest speaker.

## **ORAL INTERPRETATION SOCIETY**

The purpose of this organization is to further the interests and develop the abilities of Mansfield State College students in the communicative oral interpretative arts. This purpose is accomplished through social, instructional, and service activities. The club's activities include: (a) preparation for, and participation in, festivals, and workshops in various parts of the country; (b) Readers Theatre programs, demonstrations, and readings performed for area high schools, community and campus organizations, and college and high school classes. The club's activities and projects are selected, directed, and performed by the student members of OIS. Membership is open to all interested students regardless of academic major, previous experience, or ability.

## **OUTDOOR RECREATION CLUB**

The Outdoor Recreation Club offers fundamentals of backpacking, technical climbing and survival skills. It is open to Alumni, faculty and students of Mansfield State College. Meetings are posted throughout the campus. They consist of demonstrations, guest speakers and discussions on various types of equipment. Dues are \$5.00 a semester. Come and enjoy the outdoors.

## **PHILOSOPHY CLUB**

The purpose of the Philosophy Club is to provide opportunities for intellectual discussion outside the classroom for students and faculty of all departments. By sponsoring student dialogues, movies, panel discussions and special speakers, the coordinators attempt to stimulate debate and inquiry in contemporary aspects of society, theology and literature. For this reason, presentations are followed by an informal question period. Meetings are often open to the public as well as the college community in the interest of cultural improvement. Notices or announcements about a discussion are made in advance through campus radio, newspaper and bulletin boards. All students and faculty members are eligible for membership in the Philosophy Club.

## **PHI MU ALPHA SINFONIA**

Phi Mu Alpha Sinfonia is a national professional musical fraternity for men who plan to make music their profession or vocation. This fraternity aims to advance the cause of music in America, to foster the mutual welfare and brotherhood of students of music, to develop true fraternal spirit among its members, and to encourage loyalty to the alma mater.

## **PHI SIGMA PI**

Phi Sigma Pi is a national honorary fraternity for men. Founded in April, 1930, it holds the distinction of being the oldest fraternity at Mansfield State College. With goals of professional growth and academic excellence, Phi Sigma Pi boasts an active program of social service, professional activities, and social functions. Membership is open by invitation only to men who have completed 15 semester hours with a scholastic average of 3.0 or better, and those male students with 30 semester hours completed and a scholastic average of 2.85 or better.

## **PI DELTA PHI**

Pi Delta Phi is a national French honorary society. It recognizes excellence in the study of French and promotes the study of French culture. In order to qualify for membership, a student must have a B average in French, an overall scholastic average of 2.7; and he must have completed Intermediate French 202. The Epsilon Kappa Chapter of Pi Delta Phi seeks to encourage further study of France and its language.

## **PI GAMMA MU**

Pi Gamma Mu is the National Social Science Honor Society, and the Pennsylvania Alpha Beta chapter of that honorary was chartered on the MSC campus in 1968. Invitation to membership is extended to those who have shown unusual interest and aptitude in the study of the social sciences. To be eligible for nomination to membership, a person must have completed twenty semester hours of social science courses with an average grade therein of not less than "B" and with no failing grade in a social science subject.

## **PI KAPPA DELTA**

This national honorary awards membership to any regular college student who participated in intercollegiate debating or individual speaking contests. The goal of the organization is to further the interests of intercollegiate speaking activities and to award those who engage in these speaking activities.

## **PSI CHI**

Psi Chi is the national honor society in Psychology. It serves two major purposes. The first of these is to provide academic prestige to its initiates by the mere fact of membership. Eligibility standards are maintained at such a level that Psi Chi membership attests to the member's superior academic ability. To be considered for membership, one must be a Psychology or Human Relations Major, have a minimum of a "B" average for twelve credit hours in Psychology and be in the upper third of his class.

The second purpose of Psi Chi is to nurture the scientific interest in behavior of its members by offering a climate congenial to its creative development. To this end, Psi Chi provides its members with various supplemental activities in Psychology and related fields.

### **RELIGIOUS STUDIES**

The Campus Religious Studies is an organization to provide a forum for education, interaction and cooperation among persons of all religious backgrounds. This is achieved through courses, lectures, retreat and workshop experiences.

### **SCUBA CLUB**

Mansfield State Scuba Club welcomes you to the challenges and adventures of the underwater world. The club offers courses for International Certification to any interested student. Club members enjoy diving throughout the year and experience the fascinations of a separate world. If you have imagination then — come dive with us.

### **SECONDARY EDUCATION ASSOCIATION**

The Secondary Education Association is an organization designed to unite pre-professional secondary teachers. The purposes of S.E.A. are to further cultivate an interest in the teaching profession, to aid in guiding Secondary Education students in their chosen fields and to form a relationship outside the classroom between the Secondary Education faculty and the student body. Activities include speakers, field trips, panel presentations and socializing.

### **SIGMA ALPHA IOTA**

Sigma Alpha Iota is an international music fraternity for women whose ideals are high standards of musicianship, scholarship, sisterhood, and character. Any woman student in the music department who is at least a second semester freshman, has a 2.75 academic average and a "B" in her major applied area is eligible and may be pledged to membership.

### **SIGMA DELTA PI**

Those students who have completed Survey of Spanish Literature, have maintained a 2.75 overall QPA and a 3.0 in Spanish are eligible for the Eta Theta Chapter of the national honorary fraternity, Sigma Delta Pi. Sigma Delta Pi encourages further study of the language and culture.

### **SIGMA ZETA (Lambda Chapter)**

Sigma Zeta is a National Honorary Science Society, encouraging and fostering the attainment of greater knowledge in the fields of science and mathematics; it recognizes outstanding scholastic achievement in these fields.

To qualify for invitation into Sigma Zeta, one must be a Science or Mathematics Major, have completed at least 15 semester hours in Science or Mathematics, have at least a 3.0 grade point average in Science and Mathematics, and have an overall scholastic average of 2.75.

### **SKI CLUB**

The Ski Club's main interest lies in skiing, the pursuit of the sport and the intrinsic items which go along with the sport such as recreation, exercise, and the exhilaration of being outdoors.

The club organizes weekly trips to local ski areas, provides special rates for lift tickets, and furnishes meals and transportation. In addition to this, there is a ski shop which is run by the officers to provide ski rentals and to service equipment.

Meetings are held the first week of each month with special meetings being called by the officers of the club when deemed necessary. The agenda includes ski films, guest speakers (e.g., professional people connected with the sport), demonstrations, discussions on equipment, ski safety, and various other items connected with the sport.

The Ski Club is open to any student interested in skiing or learning how to ski.

### **SPANISH CLUB**

The objectives of the Spanish Club are to promote a better understanding of the language and customs of Spanish-speaking people. Club meetings give interested people the opportunity for additional practice in hearing and speaking the language.

### **THE STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association is open to all students at Mansfield State College. It is the governing body of the students and is composed of a President, three Vice Presidents, and one Senator for every 100 students. SGA elections are held annually in the spring of the year with elections for Freshman Senate held in the fall. Remember, SGA is the voice of the students — ALL STUDENTS!

### **STUDENT PSEA**

The Mansfield State College Chapter of Student PSEA received its charter in April of 1958. Its purpose is to provide members with opportunities for (1) personal and professional growth; (2) development of leadership skills; (3) understanding of the history, ethics, and programs at state and national levels; and (4) participation in professional activities at local, state, and national levels. This purpose is accomplished through regular meetings, the third week of every month, guest speakers, and

special projects (FTA Visitation Day, Traveling Talk-Around, Parents Weekend, UNICEF, Tutoring, etc.). PSEA is open to all students enrolled in Mansfield State College and interested in education.

### **TAU BETA SIGMA**

Tau Beta Sigma is a national band sorority whose purpose is to honor outstanding women in the band through membership. The membership also serves as a service organization to the band program. To be eligible for membership, students must have completed at least one semester of band participation and be regularly enrolled members of the college band program. A minimum cumulative grade point ratio of 2.00 is also required. Any student meeting these requirements and demonstrating outstanding qualities of leadership and musicianship may be selected for membership.

### **TRAKS**

TRAKS — the Mansfield State College Model Railroad Club, is currently building and operating a Model Railroad on campus. Membership is open to all MSC students and faculty. Interested persons should contact the Head Resident of Cedarcrest dormitory for further information.

### **WNTE-FM MANSFIELD STATE COLLEGE RADIO**

MusicRadio 89 is dedicated to providing educational, informative, and entertaining programming for the student and surrounding communities of MSC. Radiating at 89.5 megacycles, WNTE is a 10 watt educational FM station, licensed by the Federal Communications Commission. With main studios and offices located in the lower level of South Hall, WNTE welcomes all interested students to join in the fun of radio broadcasting.

### **YOUNG DEMOCRATS**

This organization has two purposes: (1) to educate students on current public affairs issues between the two major political parties, by sponsoring lectures and debates, and (2) to provide students with practical experience through its ties with the Democratic state and county organizations. Young Democrats may participate in voter registration drives and election campaigns and work at the polls on Election Day. There are many of these opportunities because there are primary elections in Pennsylvania every spring and general elections every fall.



## SOCIAL FRATERNITIES AND SORORITIES

There are four national men's fraternities at Mansfield:

Fraternity	Chapter	Established
Lambda Chi Alpha	Beta Omega	April 28, 1972
Phi Sigma Kappa	Tau Pentaton	April 20, 1968
Sigma Tau Gamma	Gamma Alpha	February 15, 1965
Tau Kappa Epsilon	Nu Tau	March 20, 1971

And four national women's sororities:

Sorority	Chapter	Established
Alpha Sigma Alpha	Delta Epsilon	May 16, 1970
Alpha Sigma Tau	Alpha Xi	May 2, 1966
Delta Zeta	Iota Theta	March 12, 1966
Zeta Tau Alpha	Eta Epsilon	February 27, 1972

The Interfraternity Council is the governing body for the men's groups, and the Panhellenic Council serves a like purpose for the women. First Semester Freshmen are eligible to pledge fraternities and sororities at MSC, though grade requirements for initiation vary from chapter to chapter.

## ATHLETIC ACTIVITIES



MR. HENRY A. SHAW  
Athletic Director



MR. HUGH SCHINTZIUS  
Director of Recreation

### INTERCOLLEGIATE ATHLETICS

Mansfield State College is committed to a representative program of Intercollegiate Athletics. Physical facilities (playing areas) and coaching services are provided by the institution. Equipment, travel funds, and other support services are funded by a student dominated corporation, titled College Community Services, Incorporated (C.C.S.I.). Students may participate in men and women's Basketball, Cross Country, Tennis, Track and Field, and Golf; Women's Field Hockey, Swimming, Softball, and Volleyball.

The College is a member of the National Collegiate Athletic Association, the Eastern Collegiate Athletic Conference, the Pennsylvania State Athletic Conference, the Eastern Association of Intercollegiate Athletics for Women, and the Association of Intercollegiate Athletics for Women.

### INTRAMURAL RECREATION

A program of intramural recreation activities including men's, women's and co-ed leagues and tournaments in flag football, softball, volleyball, basketball, tennis, badminton, archery, innertube waterpolo, innertube water basketball, cross country, and track and field are provided for those seeking fun and enjoyment through physical activities. Most activities are conducted in the late afternoon and evening hours. There are many opportunities for student employment as intramural officials and time/scorekeepers. Students interested in participating or working should inquire at the Intramural Office located in Decker Gymnasium.

## **ART ACTIVITIES**

### **ART ACQUISITION PROGRAM**

An Art Acquisition Program has been in existence at Mansfield for the past 12 years, the purpose being for the acquiring of significant original works of Art and the development of a worthwhile Art Collection for the college. Funds are solicited yearly from the Student Government Association and funding occurs as budgetary restrictions allow. A student-faculty committee oversees acquisition expenditures. The collection includes oil paintings, watercolors, prints, sculpture, and ceramics. Most of the works are displayed in the student and faculty dining rooms of Manser Hall, and the lounging area of Memorial Hall.

### **ART EXHIBITION SERIES**

A monthly Art Exhibition Series was inaugurated on the Mansfield Campus in September, 1960 for the cultural and esthetic enrichment of the student body, faculty, and community. Exhibits of works of regional, national, and internationally known artists working in a variety of media are featured. Among the artists exhibiting in the past: Lamar Dodd, Stanley Hayter, Leonard Baskin, Jack Levine, Richard Florsheim, Benton Spruance, Sol Wilson, Everett Sturgeon, and Kalus Ihlenfeld. Minority race art such as Afro-American, Eskimo, American Indian, Chinese and African has been included in recent exhibits. Some exhibits are secured from New York City Galleries such as Babcock, Associated American Artists, ACA and Bodley. Exhibits have also been on loan from the Butler Institute of American Art, Youngstown, Ohio, The William Penn Museum, Harrisburg, Pa. and the Living Arts Foundation, New York City. The program is under the supervision of the Art Department and funds for its operation are allocated by the Art Department, M.S.C. Foundation and grant support such as the Pa. Council on the Arts. Exhibiting artists are sometimes present on campus to give informal seminars about their work. Art exhibits are hung in the main foyer of Alumni Hall.

There is a full program of student art exhibits hung at a two week interval in the Upstairs Gallery of Alumni Hall. This activity has resulted in increased exposure for the talent of the MSC Student-Artist.

## **MUSICAL ORGANIZATIONS**

Membership in musical organizations is open to all qualified students, regardless of curriculum.

### **Concert Choir**

Membership is limited to 48 voices. In addition to presenting a concert each semester and joining with the other choruses for the biannual choral festival, the choir takes an annual tour of two or three days.

### **College-Community Symphony Orchestra**

Provides an opportunity to participate in the performance of standard symphonic literature. The orchestra presents a concert each semester, accompanies outstanding student soloists, participates in the biannual choral festival, and takes a short tour each year.

### **Concert Wind Ensemble**

A band limited in membership by audition, the group presents concerts on campus and makes an annual tour of two or three days.

### **Festival Chorus**

A mixed chorus of sophomore, junior and senior students providing opportunity for experience with and study of great choral literature. The Chorus presents a concert each semester and joins with the other choruses for the biannual choral festival.

### **Freshman Chorus**

A mixed chorus required of all Freshman music majors, but open to all students. The chorus presents a concert each semester and joins with the other choruses for the biannual choral festival.

### **Jazz Band**

Both a professional and instructional activity, the 20-piece band rehearses twice each week, plays for college dances and concerts, and fills outside engagements.

### **Mansfieldians**

A pop-vocal jazz group, limited to 16 voices. In addition to concerts on campus and away, the group sponsors a jazz choral festival for high school vocalists each year.

### **Mountie Marching Band**

The Marching Band plays for all home football games, college parades, and selected off-campus games.

### **Symphonic Band**

Formed after the football season, this band studies a wide variety of band literature and presents concerts on campus.

### **Training Orchestra**

A string orchestra which provides orchestral training experience for players with limited ability.

### **Varsity Band**

Formed after the football season, this band offers an opportunity for those musicians with more limited ability to participate in a performing organization. Concerts are given each semester.

## **ANNUAL CAMPUS EVENTS**

### **Christmas Panorama**

Begin originally as a song fest competition between the fraternities, this event has grown to include a variety of student organizations whose members sing and dance and, each year, provide musical entertainment in the spirit of Christmas.

### **Greek Weekend**

Greek Weekend is held once a year, usually in the Spring and provides many activities for the Greeks on campus which include Greek Olympics, T-Shirt Day, a Hall Party, Slave Auction (proceeds go to charity), and an "ugly Greek Contest." Outstanding "Greek of the Year" awards are also presented at this time.

### **Homecoming**

Every year, old and new students renew college friendships and fond memories as the alumni of the school return to Mansfield for the annual Homecoming Parade, Football Game and Band Show. Dances, concerts and parties make this one of the busiest and most anticipative weekends of the fall semester.

### **Mansfield Festival Theatre**

One major summer activity is the Mansfield Festival Theatre. This Tent Show offers excellent plays and musicals by professional actors in conjunction with an MSC credit course in play production. MFT was created to stimulate the mind and the senses while offering a cultural opportunity for the region.

### **Parents Weekend**

Parents of Mansfield Students are invited to a special weekend during the fall semester. A reception, special programs, football game, a concert, and a play are included among the events of the weekend.

### **S. Manford Lloyd Mathematics Contest**

Each Spring, the Mathematics Department and Mathematics Club sponsors the S. Manford Lloyd Mathematics Contest in honor of S. Manford Lloyd, Professor Emeritus, Mansfield State College. Through this Contest, high school students are able to gain regional recognition for their work in mathematics.

### **Special Olympics**

This event is held annually at MSC in cooperation with the Intermediate Unit 17. Special Olympics is a program of sports training and athletic competition for mentally handicapped children and adults. Its purpose is not only to assist the physical development of the retarded, but also their social and psychological development.

### **Spring Art Department Conference**

Each Spring, the Art Department sponsors a Conference open to all area art teachers, high school and elementary students, classroom teachers, MSC students and alumni. The purpose of the Conference is to refresh minds and to expand views of art through visiting lecturers and artists, as well as the participants in the Conference. Practical experience can be gained through workshops and demonstrations. It is indeed a welcome relief from the late winter doldrums to join together with those interested in the future of art and art education.

### **Spring and Winter Weekends**

Special Weekends full of activities geared to the season.

# GOVERNANCE & JUDICIAL SYSTEM

ALUMNI HALL

Rules & Regulations

## STUDENT GOVERNMENT ASSOCIATION

Student Government consists of an Executive Council and a Senate.

The Executive Council consists of one President, one Vice President of Academic Affairs, one Vice President of Administrative Affairs, and one Vice President of Social Affairs. To run for the executive council a student must be a full-time undergraduate who has completed 24 credits and will be enrolled for the next two academic semesters.

The Senate is composed of one Senator for every 100 students. The Senate chooses their own officers and the Chairperson may vote only when the Senate is equally divided.

Student Government's Committee of Finance is responsible for appropriating the Student Activity Fee with final approval of the Senate. The members of the Committee of Finance are appointed to the committee by the president of SGA. The Committee of Finance allocates monies to various campus organizations to insure recreation for the Student Body.

Various committees of SGA are responsible for initiating change on Mansfield's campus. Any student may find out about the various faculty, administrative, or student committees by expressing interest at the SGA office located 214 Memorial Hall. The membership or appointment to each committee is done by the president of SGA with confirmation of the Student Senate. Mansfield State College's Student Government Association is a member of CAS and every student at Mansfield State College is also a member.

During the 1973-74 year, SGA became highly active in Commonwealth Association of Students (CAS). CAS is a union to which every state college student belongs. Every Pennsylvania State College sends their respective SGA president or his/her designee and a CAS coordinator to each monthly meeting. CAS has a Board of Presidents and a Board of Coordinators which meet separately at the monthly meetings. CAS is an extremely valuable resource area to student governments in the research of new campus innovations.

CAS has been quite successful and intends to continually keep legislators and state officials aware of student concerns. The organization needs every students' support and help. It needs an operating budget which can only be attained through optional donations from students.

The Student Government Association is YOUR voice. It deals with every aspect of life. Participation in SGA is a direct benefit to you, your fellow students and the entire college campus. SGA hopes that you are concerned enough to participate.

# **JUDICIAL SYSTEM**

## **PREFACE**

The College's educational purposes make necessary its concern with the quality of its members' academic and extracurricular life. Even a narrow view of education must concede that a person's activities outside the classroom directly affect his/her academic capacities and learning, and that the intellectual tone of a campus is set by the character of extracurricular life. If one views education more broadly, then it must involve the goal of developing the whole person and not just his intellect and training skills. The College thus pursues two broad aims for its members: sound intellectual and academic training and the development of mature, ethical and responsible persons sensitive to the humanities of others.

The College can best implement its proper concern for the development of the whole person by adherence to the principle of responsible personal freedom: each member should have a high degree of personal freedom, coupled with an acceptance of full responsibility for his/her individual actions and their consequences. It is the College's conviction that self-development proceeds from the ability to make real choices, and that maturity grows from the intelligent use of freedom. The purpose of a Disciplinary System in the College is to determine when an individual has abused freedom and failed to accept responsibility; to communicate this failure to the person involved and permit him to explain his actions; to determine an appropriate modification or loss of privilege, if any; and to assist the person in making a constructive response toward self-discipline.

## **JUDICIAL STRUCTURE**

The following system of hearing boards is instituted to deal with the stated proscriptions which adversely affect the College's educational interests.

### **Administrative Hearing**

Upon receipt of a complaint, the Vice President for Student Affairs or his designee will meet with those involved in the complaint. The Vice President or his designee shall offer those involved the option of a hearing before a hearing board or an administrative official(s) designated by the Vice President for Student Affairs. The hearing shall consist of a meeting of the administrative official(s) and those involved in the complaint. Following a complete discussion of the incident, the administrator(s) will reach a decision and, if appropriate, impose a sanction. Both parties must agree to the option of an Administrative Hearing. The decision of the hearing may be appealed to the College Appeals Board.

### **The College Hearing Board**

The College Hearing Board shall be the board of original jurisdiction for all cases that involve violations of College Policy, excluding traffic violations. The Board shall consist of 15 members: 5 students, 5 teaching faculty, 5 administrators. In addition one student, one teaching faculty and one administrator shall be appointed as alternates to the Board. Nine members, three from each group, shall be randomly selected for the hearing of each case. Alternates shall be called only when three regular members of each group are not available for a hearing.

### **The College Appeals Board**

The College Appeals Board shall be established to consider appeals of College Hearing Board decisions. The Board shall consist of 15 members: 5 students, 5 teaching faculty, and 5 administrators. Nine members, three from each group, shall be selected at random for each appellant case.

### **Judicial System Advisor**

The Vice President for Student Affairs shall designate an individual to serve as advisor to both the Hearing and Appeals Boards. It shall be the responsibility of the advisor to chair hearings and to preside at and expedite deliberations of both Boards. The advisor shall not vote nor attempt to influence the decisions of the Boards.

### **College Organizations**

If a College Organization is charged with a violation of College Policy, such charges shall be brought against the appropriate officer of that organization who shall be named as a representative of that organization. If the situation warrants, other members of that organization shall be charged as additional representatives of that organization.

Following the identification of the representatives of the organization in question, the procedures contained in the campus Judicial Code shall be employed.

### **Selection of Hearing Board Members**

Student members of both hearing boards (ten members, five for each board and one alternate for the College Hearing Board) shall be appointed by Student Senate.

Faculty members (ten, five for each board and one alternate for the College Hearing Board) shall be appointed by the Faculty Council Executive Board.

Administrators (ten, five for each board and one alternate for the College Hearing Board) shall be appointed by the Vice President for Student Affairs.

Appointment of Board Members shall occur annually; consecutive terms are permissible.

### **Appointment of Hearing Board Members**

Appointments to Hearing Boards shall be made at the beginning of the academic year for the period of September to June. Appointments for Summer sessions shall be made prior to the termination of the Spring semester.

Soon after their selection, the members of each Hearing Board shall hold an organization/orientation meeting. The meeting shall be called by the Vice President for Student Affairs or his designee.

## **STUDENT CONDUCT**

### **Rationale for Discipline**

The rights and privileges exercised by any person are always a function of his/her relationship with others. Taken as a whole, his/her area of freedom is derived from the surrounding community, which holds him/her responsible, formally and informally, for the manner in which that freedom is exercised.

Freedom constructively used is expanded, while freedom used destructively is diminished. Restriction of privilege inevitably follows misconduct because of the interdependence between individual and community. Discipline is the process of determining restrictions appropriate to a particular form of abuse. Discipline is fundamental to education, a major purpose of which is to assist people in making the wisest possible use of freedom and thereby acquire more.

College discipline shall be limited to instances of misconduct which adversely affect the College community's pursuit of its educational purposes, namely (1) the opportunity of all members of the College community to attain their educational goals, (2) the generation and maintenance of an intellectual and educational atmosphere throughout the College community, (3) the protection of health, safety, welfare and property of the College community and the College itself.

Persons engaged in misconduct will be judged by their actions and motives as interpreted by persons or committees with disciplinary authority, rather than by their own interpretation of intent.

The College shall make its sanctioning powers serve its educational goals, rather than promote general police functions well represented in general law.

In situations in which a violation of civil or criminal law has occurred on campus, College authorities may choose to refer the case to an off-campus law enforcement agency and subsequently to the courts. At the conclusion of the off-campus process, the College may elect to initiate appropriate proceedings within the Campus Judicial System.

Specific proscriptions, or conduct which adversely affects distinct College interests or educational purposes are the following:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
2. Forgery, alteration, or use of College documents, records, or instruments of identification with intent to defraud.
3. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other college activities, including public functions and other authorized activities on College premises.
4. Verbal or physical abuse of any person on College premises or at College-sponsored or College-supervised functions, or conduct which threatens or endangers the health or safety of any such person.
5. Theft from, damage to or possession of property under the jurisdiction of the College or theft, damage to or possession of the property of a member of the College Community on College premises.
6. Failure to comply with the directions of College officials acting in performance of their prescribed duty.
7. Violation of published College Regulations and any other regulations which may from time to time be enacted.
8. Repeated violation of published rules governing College Residence Halls.
9. Violation of Civil Law on property under the jurisdiction of the College in a way that adversely affects the College community's pursuit of its proper educational purposes, as enumerated above.

### **Sanctions Defined**

A preliminary observation should be made. Even where violation of a College Regulation is established, sanctions need not in every case be imposed. Matters of extenuation should always be taken into account, along with circumstances, in determining sanctions. No sanctions should be imposed more serious than are clearly appropriate in the circumstances.

## **Hearing Board Sanctions**

1. **Admonition.** An oral statement to the student offender that he/she has violated College Rules.
2. **Censure.** Written reprimand for violation of specified regulation.
3. **Compensation** in the form of work or other duties as outlined in the description of sanction presented to the student.
4. **Restitution.** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
5. **Fines** may be imposed at the discretion of the Hearing Board, not to exceed \$25.00. Money collected as a result of a fine shall be deposited in the Emergency Account of Central Bank.
6. **Disciplinary Probation.** A written notice placing a person on probation. The conditions of that probation, such as its duration, limitations, and specific penalties are stated in the probation.
7. **Suspension.** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time. The person may re-enroll in the College at the termination of his period of suspension without readmission.
8. **Dismissal.** Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of dismissal.
9. **Other sanctions** may be imposed which the Board deems appropriate to the offense.

## **Judicial Proceedings**

The goal of judicial proceedings should be to develop procedural minima assuring fairness, rather than a formal replication of what obtains in civil society. When a person is brought before a hearing committee, the following requirements of procedural due process shall be observed.

1. No member of a hearing committee who is otherwise interested in the particular case shall sit in judgment during the proceeding.
2. The person shall be informed in writing of the reasons for the proposed disciplinary action with particularity, and in sufficient time to insure opportunity to prepare for the hearing.
3. The person appearing before a College Hearing Board shall have the right to be assisted in his defense by an adviser of his choice.

## **Initiation of Judicial Proceedings**

Any academic or administrative official of the College, any member of the faculty, or any student of the College may file charges against any member of the College for violation of all-college proscriptions (see outlined proscriptions). The charges shall be filed with the Office of the Vice President for Student Affairs who shall recommend that the charges be disposed of informally, referred to the appropriate union agency, referred to civil authorities, or disciplinary proceedings be initiated. If all parties involved are not satisfied with informal resolution, the Office of the Vice President for Student Affairs shall send to the person(s) charged a copy of the charge together with notice of applicable procedures that the person should be aware of. A copy of the charges shall be sent to the Chairperson of the College Hearing Board. The Chairperson of the Hearing Board will set the time for the proceedings.

Pending action on the charges, the status of the person or his/her right to be present on the campus and to attend classes shall not be altered. Exceptionally, for reasons relating only to the demonstrated danger to the safety and well-being of the charged person, or for reasons relating only to the demonstrated danger to the safety and well-being of students, faculty, or college property, the charged person may be advised by the Vice President for Student Affairs, pending consideration of the case, that his/her removal from campus would be in his/her own best interest or the best interest of the College community. Such advice shall be made before witnesses.

## **Appeals**

A person found guilty of misconduct by the College Hearing Board may file an appeal from the decision of the Hearing Board within forty-eight (48) hours, after receiving that decision (weekends and college holidays not included) to the Office of the Vice President for Student Affairs.

Any person who is being charged or who has appeared before a College Hearing Board, who willfully behaves in a manner which is detrimental to the health and safety of those involved directly in the case, shall appear before the Vice President for Student Affairs for appropriate action.

## **RULES OF PROCEDURE FOR HEARING BOARDS**

### **Notice**

In any action or proceeding before the Hearing Boards, notice must be given to the party against whom such action or proceeding is brought.

- I. Notice must be given in the form of a written complaint signed by the complaining party which shall specify in complete form:
  - A. The approximate time, place, date, and identification of the conduct or violation of the College Rules complained of.

- B. All the facts necessary and relevant to enable the party complained of to be informed of the charge against him/her.
- C. Notice must be given of the rights of any party before the Hearing Board convenes.

II. Written notice of the time, date, and location of the hearing to be held on any complaint shall be given concurrently with the notice required by Paragraph I of this section on either a separate form or on the face of the complaint. Such notice shall also contain notice that the person being charged need not be present at the hearing. If not present, the Board, following established procedures, may conduct the hearing in the charged person's absence.

### **Service**

In any action or proceeding before the Hearing Boards, service of notice will be effected by registered mail (with return receipt requested) or upon the person(s) directly.

### **Time**

Commencing from the date of service, the party upon whom such notice is served shall be afforded three (3) days before the commencement of any action or proceeding before the hearing board. The time required by this section may be waived by mutual consent of and upon the submission of a written request for an earlier or later hearing. Notice of new time and place of hearing shall be sent to the party complained of as provided in Paragraph headed **Notice**.

### **Commencement of Action**

All action excluding appeals, shall be heard by the College Hearing Board by way of signed complaint. An action shall be commenced by filing such complaint with the Office of the Vice President for Student Affairs, which shall be responsible for complying with the sections governing service and time.

### **Right to Counsel**

Any person(s) appearing before a College Hearing Board shall have the right to be assisted in their defense by an advisor of their choice. However, if either party to the complaint elects to be represented by legal counsel, the other party must be notified of that decision three (3) days prior to the hearing date.

### **Procedural Standards of Hearings**

In any hearing before College Judicial Boards where the charge is a violation of College Rules, the party complained of shall have all the protections guaranteed by due process of law.

The procedural due process of law includes all of those rights of the person previously mentioned as well as the following:

- I. The burden of proof in any hearing or proceeding before the Hearing Boards lies with those instituting the complaint.
- II. Both parties to any action or proceeding before the Hearing Boards shall have the right to cross examination of witnesses who testify, and shall have the right to submit evidence in rebuttal. The Hearing Board shall have the right to question witnesses.
- III. Evidence. All matters upon which the decision may be based must be introduced into evidence at the proceedings before the Hearing Board. The decision shall be based solely upon such matters. Improperly acquired evidence shall not be admitted. The Hearing Board involved shall decide whether evidence has been properly acquired.
- IV. The Hearing Board may admit evidence which is deemed by them to be relevant. It may exclude incomplete, irrelevant, immaterial or unduly repetitious evidence.
- V. All claims of privileged communication recognized by law shall be observed (i.e. counselor-student, physician-student, minister-student). Such communication shall not be used as evidence by the Hearing Board.

### **Conduct of Hearing**

- I. The Vice President for Student Affairs' Office shall designate one of its members who shall present complaints brought in the name of the College.
- II. Complaints brought by members of the College community other than the Office of the Vice President for Student Affairs shall be personally presented by the party or a person of his/her choice. (See Right to Counsel.)
- III. Prior to any session of the Hearing Boards, the Vice President for Student Affairs' Office shall provide only such information as is necessary for the Hearing Boards to understand the nature of the complaint.
- IV. In all cases before the Hearing Boards, a vote of the majority of the members present shall be required to find for guilt/innocence of the complaint charged. The Hearing Board must convene and act with a quorum of two-thirds (2/3) of its members present.
- V. In the presence of all parties, the Hearing Boards shall read the complaint, and request the party complained of to state whether he wishes to enter a plea of guilty or not guilty.
  - A. Upon a plea of guilty proceed to Part II of **Decision**.

- B. Upon a plea of not guilty, the prosecution must present its evidence. The party complained of shall then have an opportunity to question the evidence presented and to present his/her own evidence.
- VI. After hearing all the evidence, the Board shall make a finding of guilt or innocence, solely upon the evidence presented.
- VII. A member of the Hearing Board must, at any time, withdraw from any procedure if he/she deems themselves disqualified for personal bias. After showing just cause, either party to the dispute may request that a member of the Hearing Board be withdrawn. If the Board member refuses to withdraw the Board will decide by a secret ballot majority vote whether or not the Board member may remain. The Board member in question shall not vote.
- VIII. The Hearing Board shall be allowed to request for testimony such persons or papers essential to the finding of a fair and just decision. The Board may decide by majority vote to recess the hearing in order to locate such persons or papers.
- IX. The Chairperson of the Hearing Board shall be responsible for maintaining order and room decorum.
- X. Any person who commits an action in the presence of the Hearing Board, which interrupts the proceedings of the Board, and any person who refuses to comply with a reasonable order of the Board, can, at the request of the Chairperson, be removed from the hearing room.
- XI. Meetings of the Hearing Boards shall be closed. However, if both parties request or agree to an open hearing, the meeting of the Hearing Board will become open.

### **Decision**

- I. After the presentation of all the evidence, the members of the Hearing Boards shall request the withdrawal of all parties, at which time the Hearing Board shall make its decision.
- II. After a decision is reached, it shall be read to the party complained of and the party bringing the complaint.
- III. If the party is found guilty arguments may be made relative to sentence. The Board may ask for information about any prior offenses committed by the accused. The Hearing Board shall request again the withdrawal of all parties and then determine a sentence. The sentence shall be read to all parties. The person complained of shall be informed of the right of appeal to the College Appeals Board. A written copy of the decision shall be sent to all parties.

IV. Any member of the Hearing Board who wishes to submit a signed dissent in writing to any decision of the Board may do so. Such dissent shall accompany the decision and shall likewise be sent to all parties.

#### **Right to Appeal — By Whom**

- I. Any party who has been found guilty as the final judgment of any Hearing Board, shall have the Right of Appeal.

#### **Appellate Tribunal**

- I. The College Appeals Board shall serve as the Appellate Tribunal to hear all appeals from the College Hearing Board.
- II. Appeals from the judgment of the College Appeals Board may be made to the President of the College.

#### **Procedure for Appeals**

- I. **Taking an Appeal.** Any party as defined in Paragraph I of **Right to Appeal** may take an appeal by filing an Appeal Form, properly completed, with the Office of the Vice President for Student Affairs, who shall acknowledge receipt of such appeal on a written form. The Vice President for Student Affairs shall then notify the College Appeals Board that an appeal has been filed. Reasons for appealing a decision shall be limited to procedural errors in the original hearing or new information.
- II. **Time.** No appeal shall be heard by the College Appeals Board unless the Appeal Form is filed within forty-eight (48) hours (weekends and college holidays not included), after a decision has been handed down by the College Hearing Board, or unless an excuse deemed sufficient by the Appeals Board for failure to file is presented.
- III. Upon receipt of an Appeal from the College Hearing Board, the College Appeals Board shall send notice to the College Hearing Board to produce the record of the matter as required by Section, **Records.** If the Hearing Board fails to produce said record, the appellate board shall either dismiss the original complaint or grant a re-hearing in its entirety.
- IV. **Discretion to Hear Appeal.** The College Appeals Board shall meet within seven (7) days after the filing of an appeal form, to review the Appeal Request. After reviewing the Appeal Request and the written records or audio tapes of the original hearing, the College Appeals Board may choose to:
  - A. Deny the Appeal.
  - B. Grant an appeal hearing only on information relative to procedural errors or new evidence.

C. Conduct a new, complete hearing.

The person(s) being charged, as well as those bringing charges, may be present to hear any decision of the Board.

V. Should the College Appeals Board grant the Appeal Hearing or a new, complete hearing, the Board shall meet as soon as practicable to hear the Appeal. The Secretary of the appellant board shall notify all concerned parties, in writing, of the day, hour and place the Appeal shall be heard. The appellant shall also be notified at this time of his/her rights at the hearing of the Appeal.

**Individual Rights at Hearing of Appeal**

- I. In any case where a re-hearing is given, the appellant(s) and the respondent(s) shall have all the rights as if this were a trial in the first instance.
- II. In all other cases, the appellant(s) and the respondent(s) shall have the right to be present at the hearing of the Appeal and to present arguments personally or through the person of his/her choice.

**Conduct on Hearing Appeals**

- I. Except where a re-hearing is given, the Appeal shall be limited to a consideration of those procedural errors or new evidence pointed out by the appellant in his appeal form.
- II. The conduct of the hearing of the Appeal shall proceed as follows:
  - A. The appellant or personal representative shall present his/her arguments.
  - B. The respondent shall follow the appellant and present his/her arguments.
  - C. The appellant shall then present any rebuttal argument.
  - D. The respondent shall follow and present any rebuttal argument.
- III. The length of the arguments shall be determined by the Board.
- IV. The appellant justices may, at any time, question the petitioner on any relevant point.

**Decision**

- I. After the hearing of an Appeal, the Appeal Board may:
  - A. Uphold the original decision.
  - B. Reduce the original decision.
  - C. Suspend the original decision.
  - D. Dismiss the original decision.

- II. In all cases, after the argument, the parties shall withdraw and the Board members may deliberate or wait the period of time provided in this section.
- III. A decision must be rendered in writing within five (5) days from the time of the argument.
- IV. Any appellant(s) whose decision is affirmed shall be notified, at the time of decision, of his/her right of further appeal.

#### **Records**

- I. Only Hearing Boards have the right to maintain written records or recording devices.
- II. In any hearing or proceeding before a Hearing Board, either an audio-tape or a summary record noting all pertinent matters (names of witnesses, objections and rulings) will be made.
- III. The records of the Hearing Boards shall not be public records. They shall only be read by authorized persons, designated by the Vice President for Student Affairs. All matter therein contained shall be regarded as confidential. It shall be grounds for removal for any board member to reveal any matter in any record.
- IV. All records shall be retained for a reasonable amount of time, not to exceed four years.
- V. All records shall be kept in an area designated by the Office of the Vice President for Student Affairs.



# **RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER**

## **TITLE 1**

**Section 1. Statement of Purpose.** The following rules are adopted by simple majority vote of the Non-Instructional Employees Council, the Faculty Assembly and the Student Council. The following are rules adopted by simple majority vote by the Board of Trustees of Mansfield State College for the self governance of the College. Amendments and revisions may be made by simple majority vote of Non-Instructional Employees Council, the Faculty Assembly and the Student Council and of the Board of Trustees. All legally recognized bodies must act affirmatively in order to amend or revise these rules and regulations. Nothing herein is intended, nor shall it be construed, to limit or restrict the freedom of speech or peaceful assembly as lawfully defined, nor the powers of the President or other officers as legislatively mandated or by common law.

**Section 2. Application of Rules.** These rules shall not repeal, supersede or preclude any other rules relating to the same subject matter except to the extent they are inconsistent therewith. Said rules shall apply to Mansfield State College. The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon the campus or related territory of Mansfield State College, used in its activities including but not limited to teaching, housing, research, administrative, service, cultural, recreational, athletic or other programs and activities.

**Section 3. Prohibited Conduct.** No person, either singly or in concert with others, shall:

- (a) Intentionally or knowingly cause physical injury to any other person, nor threaten to do so for the purpose of compelling or including such other person to refrain from any act which he/she has a lawful right to do or to do any act which he/she has a lawful right not to do.
- (b) Physically restrain or detain any other person nor remove such person from any place where he/she is authorized to remain.
- (c) Willfully damage or destroy real or personal property of the Commonwealth of Pennsylvania or real or personal property of students, faculty, or associations of persons, or remove or use such property without authorization.
- (d) Without permission, express or implied, enter into any private office of an administrative officer, member of the faculty or staff member.

- (e) Enter upon and remain in any building or facility for any purpose other than its authorized use or to enter or remain in a building or facility in such manner as to obstruct its authorized use by others.
- (f) Without authorization, remain in any building or facility after it is lawfully closed.
- (g) Refuse to leave any building or facility after being lawfully required to do so by an authorized administrative officer.
- (h) Intentionally or knowingly obstruct the free movement of persons and vehicles in any place to which these rules apply.
- (i) Intentionally or knowingly disrupt or prevent the peaceful and orderly conduct of authorized and legal assemblies, or intentionally or knowingly interfere with the freedom of any person to express his/her views, including invited speakers.
- (j) Knowingly have in his possession upon any premises to which these rules apply, deadly weapons of any nature, including Molotov cocktails, bombs, explosives, or incendiary devices, without the written authorization of the President or his designee whether or not a license to possess the same has been issued to such person.
- (k) Willfully and successfully solicit, request, command, importune, or otherwise attempt to cause others to commit any of the acts herein prohibited with specific intent to procure them to do so.

**Section 4. Freedom of Speech and Assembly; Picketing and Demonstration.** No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his/her views nor for having assembled with other for such purpose. Peaceful picketing and other orderly demonstrations will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

**Section 5. Procedure.**

- (a) The President or his designee shall inform any licensee or invitee who shall violate any provisions of these rules that his license or invitation is withdrawn and shall direct him to leave the campus or other property or facility of the institution. In the event of his failure to do so, such officer shall cause his/her ejection from such campus or property or facility.
- (b) In the case of any other violater, who is neither a student or faculty or other staff member, the President or his designee shall inform the person that he/she is not authorized to remain on the campus or facility or other property of the institution and direct such person to leave such premises. In the event of failure or refusal to do so, such officer shall cause his/her ejection from the campus or

property or facility. Nothing in this paragraph shall be construed to authorize the presence of any such person at any time prior to such violation nor to affect his/her liability to prosecution for trespass, loitering or other offenses as prescribed in the penal law of the Commonwealth of Pennsylvania.

- (c) In the case of a student, charges for violation of any of these rules may be presented and shall be heard and determined in the manner established by Mansfield State College for the disposition of charges which may lead to expulsion.
- (d) In the case of a faculty member having probationary or tenured appointment, charges of misconduct in violation of these rules shall be made, heard and determined in accordance with the tenure policies adopted by the Board of Trustees.
- (e) In the case of any staff member who holds a position in the classified Civil Service, described in the Civil Service Act, charges of misconduct in violation of these rules shall be made, heard and determined as prescribed in that act.
- (f) Any other faculty or staff member who shall violate any provision of these rules shall be dismissed, suspended, or censored by the appropriate authority prescribed by the policies of the Board of Trustees.

**Section 6. Penalties.** Any persons violating these rules shall be subject to penalty, viz:

- (a) If he/she is a licensee or invitee, have his/her authorization to remain upon the campus or other property withdrawn upon direction of lawfully authorized administrative officer. In the event of failure or refusal to leave the campus or property, he/she shall be subject to ejection upon order of said administrative officer.
- (b) If the person is a trespasser or visitor without specific license or invitation, he/she shall be subject to ejection upon order of an authorized administrative officer.
- (c) If the person is a student and an authorized administrative officer invokes the provisions of this act, he/she may be subject to temporary suspension, reprimand or warning, and, after appropriate hearings, to dismissal or such lesser disciplinary action including suspension, probation, loss of privileges, fine, restitution, reprimand or warning as the facts of the case may warrant. Charges shall be laid by the Vice President for Student Affairs before the Men's-Women's Hearing Board in the case of an undergraduate student of Mansfield State College. Charges against graduate students shall be laid by the Vice President for Student Affairs before the College-Wide Appeals Board as court or original jurisdiction.

- (d) If the person is a faculty member charged with misconduct of the Civil Service, described in Section 741.3 of the Civil Service Act (State Government, 71 p.s. Section 741.3), and an authorized administrative officer invokes the act, he/she may be charged before the appropriate Civil Service body prescribed in said act.
- (e) If he/she is a staff member in the classified service of the Civil Service, described in Section 741.3 of the Civil Service Act (State Government, 71 P.S. Section 741.3), and an authorized administrative officer invokes the act, he/she may be charged before the appropriate Civil Service body prescribed in said act.
- (f) If the person is a staff member other than one described in paragraphs (b) and (e), and is found guilty, he/she may be subject to dismissal or such lesser disciplinary action as the facts may warrant after appropriate hearing procedure before the President.

**Section 7. Enforcement Program.** The president shall be responsible for the enforcement of these rules and other administrative officers shall be herein authorized to take action in accordance with these rules when required or appropriate to carry them into effect.

It is not intended by any provision herein to curtail the right of students, faculty or staff to be heard upon any manner affecting them in their relations with the institution. In the case of any **prima facie** violations of these rules by such persons, which in the judgment of the President, or the appropriate administrative officer, and the violation does not pose any immediate threat of injury to person or property, such officer shall make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to cease and desist and to resort to reasonable and lawful methods for the resolution of any issues which may be presented. In doing so, such officer shall warn such persons of the consequences of persistence in the prohibited conduct, with consequences and they include ejection from any premises of the institution where their continued presence and conduct is in violation of these rules.

In any case where violation of these rules does not cease after such warning and in other cases of willful violation of these rules, the President or the appropriate administrative officer shall cause the ejection of the violator from any premises which he/she occupies in violation of these rules and shall initiate disciplinary action as herein before provided.

The President or the appropriate administrative officer may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules and he may request the legal counsel of Mansfield State College to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of these rules.

**Section 8. Appropriate Administration Officers: Designees of the President.** Individuals who shall be deemed to constitute appropriate administrative officers and who are deemed to be designees of the President are: 1) The Vice President for Academic Affairs, 2) the Vice President for Student Affairs, 3) Vice President for Administrative Affairs, 4) Dean of the Faculty of Professional Studies, 5) Dean of the Faculty of Arts and Sciences, 6) Dean of the Faculty of Graduate Studies, 7) Dean of Students, 8) Director of Non-Instructional Personnel.

Persons other than the above are not proper persons to invoke this act. In an extreme emergency, the President may designate a person other than those persons named above to invoke the provisions of this act.

**Section 9.** This act shall be known as "**The Rules and Regulations to Maintain Public Order, Mansfield State College**" and may be cited as "Public Order Act, M.S.C."

## TITLE II

### **Section 1. Principles.**

- (a) Mansfield State College, as a community of scholars, affirms, supports, and cherishes the concepts of freedom of thought, speech, and lawful assembly. Freedom to experiment, to present and to examine alternative data and theories; the freedom to hear, to express and to debate various views; and the freedom to voice criticism of existing practices and values are fundamental rights which must be upheld and practiced by the College in a free society.
- (b) Recognizing that the education processes can include demonstration and other forms of collected expression, the College affirms the right of individuals and groups to assemble and to demonstrate on campus within the limits of the public order act. The College also affirms the right of others to pursue their normal activities within the College and to be protected from physical injury or property damage.
- (c) The College should be vigilant to insure the continuing openness and effectiveness of channels of communication among members of the College on questions of common interest. To further this purpose, a Committee on Open Expression is hereby established as a standing committee by the Office of the President. The Committee on Open Expression has as its major tasks, monitoring the communication processes, recommending policies and procedures for improvement of all channels of communication, advising administrative officers where appropriate, participating in evaluation and resolution of conflicts that may arise from incidents of disturbances on campus.

## **Section 2. Committee on Open Expression.**

- (a) The Committee on Open Expression consists of twelve members: five students, four faculty members, one non-instructional staff member and two representatives of the administration. Administrative officers as defined in Section 8 of Title I may not be members of the Committee on Open Expression.
- (b) Members of the committee are appointed by the President in the following manner:
  - a) student members shall be nominated from undergraduate and graduate students by a means arrived at by legally recognized representative student groups. If the students are unable to agree upon such a procedure, and instead propose several different procedures, the President shall make an interim choice between the student proposals. Students selected by an interim process shall serve only until their peers have established a permanent selection process.
  - b) faculty members shall be nominated by the Faculty Advisory Council; the administration members shall be nominated by the President; the non-instructional staff member shall be nominated by the Non-Instructional Council.
  - c) each member shall be selected for one year. Any individual may not serve for more than two consecutive terms.
  - d) the chairperson of the Committee shall be selected by and from the members of the Committee on Open Expression.

## **Section 3. Jurisdiction.**

The Committee shall have competence to consider all issues and controversies involving open expression under the public order act. The Committee functions include, but are not limited to, the following:

- (a) Reviewing administrative decisions regarding invocation of the public order act taken with prior Committee consultation.
- (b) Recommending to the Board of Trustees and other legally recognized bodies any proposals to amend or repeal the public order act. The affirmative vote of seven members is required to make such recommendation.
- (c) Advising administrative officials with responsibilities affecting freedom of expression and communication, including particularly the use of College facilities for meetings and the utilization of force to terminate a demonstration.
- (d) Mediating where possible in situations that threaten to give rise to incidents that may possibly violate the public order act.

- (e) Evaluating and characterizing incidents that have occurred both to determine whether the conduct considered as a whole, of any group, has violated the public order act, and to attempt to discover or remedy any intentional and inadvertent failures in communications that may have caused or contributed to the incident. The Committee will not act as a disciplinary body to try charges against individual persons and impose punishment; however, its interpretation of the public order act may be probative in any disciplinary proceedings that may ensue.
- (f) Adopting procedures and rules for the functioning of the Committee, varied to suit the several functions, consistent with the public order act.

#### **Section 4. Procedures.**

1. Seven members of a Committee constitute a quorum. No member may participate in the consideration or decision of an issue in which he/she is or may become involved.
2. The Committee can authorize subcommittees, selected from its own members, to act for the Committee in any matter except the issuance of opinions interpreting the public order act, or the making of a recommendation to amend or repeal the public order act.

#### **RULES GOVERNING TRAFFIC AND PARKING AT MANSFIELD STATE COLLEGE**

##### **ARTICLE I. AUTHORITY**

Crimes Codes of 1972 (Act 334)

##### **Section 7505.**

###### **Violation of Government Rules Regarding Traffic**

Each Commonwealth Agency shall promulgate rules and regulations governing all vehicular traffic at those Commonwealth facilities situated upon property of the Commonwealth which are within the exclusive jurisdiction of such agency including, but not limited to, regulations governing the parking of vehicles upon such property. Whoever violates any of the rules and regulations promulgated pursuant to this section governing the PARKING OF VEHICLES shall, upon conviction in a summary proceeding, be sentenced to pay a fine not exceeding \$5.00. Whoever violates any of the rules and regulations promulgated pursuant to this section governing the MOVEMENT OF TRAFFIC OR THE OPERATION OF VEHICLES shall upon conviction, in a summary proceeding, be sentenced to pay a fine not exceeding \$15.00.

##### **Section 2**

Title 18 of the Consolidated Pennsylvania Statute (relating to crimes and offenses), as added by this act, does not apply to offenses committed prior to the effective date of this act and prosecutions for such offenses shall be governed by the prior law, which is continued in effect for that purpose, as if this act were not in force. For the purpose of this section, an offense was committed prior to the effective date of this act if any of the elements of the offense occurred prior thereto.

### **Section 3**

If any provisions of this act or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provisions or applications, and to this end, the provisions of this act are declared to be severable.

### **Section 4**

Sections 72 and 94 of the Statutory Constitution Act shall not be applicable to any provision of Title 18 of the Consolidated Pennsylvania Statutes (relating to crimes and offenses) as added by this act, except Article G (relating to miscellaneous offense) of Part II (relating to definition of specific offenses).

## **ARTICLE II-DEFINITIONS**

### **Section 200. Mansfield State College**

Shall mean all lands and buildings owned by the Commonwealth of Pennsylvania and operated by Mansfield State College.

### **Section 201. Vehicle**

Any device in, upon or by which any person or property is or may be transported or drawn upon a public highway, excepting tractors, agricultural machinery, devices moved by human power or used exclusively upon stationary rails or tracks: Provided, that solely for the purpose of Article X of the Pennsylvania Vehicle Code, a bicycle or a ridden animal or a tractor or any other device moving upon wheels on a public highway, except a device moving upon wheels upon stationary rails or tracks on a public highway, shall be deemed a vehicle, i.e., cars, trucks, motorcycles, and motor scooters.

## **ARTICLE III. REGISTRATION OF VEHICLES**

### **Section 300. Driver Responsibility**

- (a) Every employee, student, and contracted employee of or at Mansfield State College, who possesses, maintains, or operates a vehicle on the campus of Mansfield State College shall register said vehicle with the Security Department at Mansfield State College. Motor vehicles must be registered even when their use is intermittent. Each parking decal or permit shall bear a parking area designation.
- (b) Eligibility for Parking Permits: Permits to park motor vehicles on campus shall be issued in the following priority:
  1. Permits with the prefix number "11" are issued only to management and faculty personnel.
  2. Permits with the prefix number "33" are issued only to the non-instructional staff.
  3. Permits with the prefix number "66" are issued only to non-resident junior and senior students. Parking is permitted in designated areas only from 7:00 A.M. to 5:00 P.M.
  4. Permits with the prefix number "99" are issued only to junior and senior resident students. Resident students are defined as those living in college-owned or leased property.
  5. Permits with the prefix number "01" are issued to freshman and sophomore students. Parking is restricted to No. 2 Lot at all times. (East Lot)
  6. Graduate students or graduate assistants are considered students and not faculty. Permit "66" or "99", however, will be issued with due regard for geographic convenience.
- (c) Vehicles bearing any designation for Mansfield State College shall be parked in the area designated on the permit or decal.
- (d) Hours of enforcement. The enforcement of decal-parking permit regulations shall be continuous.

### **Section 301. Decals and Parking Permits**

(a) All Vehicles parked on Mansfield State College property shall display a current parking decal or permit. Said decal shall be placed on the left rear bumper of each registered vehicle, unless the vehicle is a motorcycle, or if a temporary card type permit is issued. Motorcycles will display decals on left side of vehicle. Temporary permits shall be placed on the visor and shall be placed so as to be readily visible from the exterior. Decals shall be secured from the Director of Security within the following time limit:

#### **A. Students**

1. SPRING AND FALL SEMESTER AND SUMMER SESSIONS. Students shall register their vehicle within 24 hours after arrival on campus.
2. Students qualifying for campus parking privilege will be issued a decal indicating that this privilege has been granted and will be assigned to a specific parking area.
3. Any student who acquires the use of a motor vehicle and intends to operate the vehicle on campus, must register the vehicle within twenty-four hours with the Director of Security.
4. Upon sale, trade, or other disposition of any vehicle displaying a current parking decal or temporary permit, the owner or custodian of such vehicle shall be responsible for the removal of said parking decal or permit, and the turn in of said parking decal or permit to the Department of Security.

#### **B. Faculty/Staff**

1. Faculty and Staff must register their vehicle within 24 hours after arrival on campus. This registration is valid until termination of employment or a College-wide re-registration of vehicles. If a person acquires replacement or additional vehicles and wishes to park the vehicles at Mansfield State College, said vehicles must be registered.
2. Upon sale, trade, or other disposition of any vehicle displaying a current parking decal or temporary permit, the owner or custodian of such vehicle shall be responsible for the removal of said parking decal or permit, and the turn in of said parking decal or permit to the Department of Security.

#### **C. Visitor or Guest Parking**

Visitors parked in regular visitors parking stalls shall be exempt from registering their vehicle unless the vehicle shall be on campus in excess of 72 hours.

#### **D. Permits**

The permit will become void when the decal identification is no longer distinguishable.

#### **E. Operation and Parking Responsibility**

The operation of a motor vehicle or parking the vehicle on college property is at the sole risk of the operator. The college assumes no responsibility for any loss, damage or injury to any person or property which occurs on college property.

### **Section 302. Misuse of Decals**

It shall be unlawful for any person to display, cause, permit to be displayed, or to have in possession, a decal knowing the same to be registered and signed for by the owner or custodian of another vehicle.

**PENALTY.** Any person violating Section 300, 301, or 302 of this article shall, with the right of appeal before the Traffic Court, pay a fine of \$10.00.

### **Section 303. Mis-statement of Facts to Obtain Decal**

It shall be unlawful for any person to falsify facts when applying for a decal or parking permit.

**PENALTY.** Any person violating Section 303 of this article shall, with the right of appeal before the Traffic Court, pay a fine of \$10.00.

### **Section 304. Changing of Lot Assignment**

It shall be unlawful for any person to change area assignment on parking permits or decals without the approval of the Security Department.

PENALTY. Any person violating Section 304 of this article shall, with the right of appeal before the Traffic Court, pay a fine of \$10.00.

### **Section 305. Charge for Registration**

There is no charge for student parking, but a permit fee of \$1.00 per permit for the year of any part of thereof is charged. A free replacement permit will be issued for a replaced registered vehicle upon presentation of the original but current permit. Faculty and Staff unable to produce evidence of destruction of their permanently assigned permit will be assessed \$3.00 for a new permit.

## **ARTICLE IV. PROHIBITED PARKING**

### **Section 400**

No person shall park a vehicle or permit it to stand attended or unattended at Mansfield State College in any of the following places:

1. Within an intersection
2. On a crosswalk
3. On a sidewalk
4. In a loading zone, unless vehicle is being loaded or unloaded.
5. On a roadway within 15 feet of a fire hydrant.
6. In an unauthorized area.
7. In any parking place other than that designated on the vehicles decal.
8. In any area other than a regularly designated parking space which shall be marked by lines, markings, or signs.

PENALTY. Any person violating any provisions of Section 400 of this article shall, with the right of appeal before the Traffic Court, pay a fine of not more than \$5.00 for each offense.

### **Section 401. Parking Position**

It shall be unlawful for any vehicle to be parked across lines denoting parking spaces.

PENALTY. Any person violating Section 401 of this article shall, with right of appeal before the Traffic Court, pay a fine of not more than \$5.00.

### **Section 402. Visitor or Guest Parking**

It shall be unlawful for any person who is an employee or student at Mansfield State College to park in a designated guest or visitor parking space.

PENALTY. Any person violating the provision of Section 402 of this article shall, with the right of appeal before the Traffic Court, pay a fine of not more than \$5.00.

### **Section 403. Towing Vehicles**

Any police officer of Mansfield State College may order an illegally parked vehicle to be removed from the campus and impounded when the position of such vehicle presents a safety hazard to the public or property.

1. A list of towers, storage areas, and garages as pounds for the storage of such vehicles shall be filed with the Mansfield State College Traffic Court by the Mansfield State College Department of Security.
2. The pounds shall be bonded in the amount of \$10,000 to indemnify the owner of such impounded vehicle against the loss thereof, or injury, or damage thereto, while in custody of such poundkeeper.
3. The rate for towing shall not be more than \$20.00 plus not more than \$1.00 per loaded mile for cars; the rate for trucks shall not be more than \$50.00 plus not more than \$2.00 per loaded mile.

4. Within twelve (12) hours from the time of removal of such vehicle, notice of the fact that such vehicle has been impounded shall be sent by the Mansfield State College Security Office to the owner of record of such vehicle, designating the place from which said vehicle was removed, the reason for its removal and impounding, and the location to which it has been impounded.
5. The payment of such charges, unless such payment shall be made "under protest", shall be final and conclusive, and shall constitute a waiver of any right to recover the money so paid.
6. In the event that the towing and impounding charges are paid "under protest", the offender shall be entitled to a hearing before the Traffic Court, in which case defendant shall be proceeded against and shall receive such notice as is provided by these rules in other cases of summary offenses, and shall have the same rights to appeal and waiver of hearing. If the Traffic Court shall find either:
  - a. That these rules were not validly enforced.
  - b. That the vehicle was not parked in a location prohibited by these rules, or
  - c. That at the time, the vehicle was towed away, the owner or person for the time being in charge was present and willing to remove the same. Then Mansfield State College shall pay the towing charges.
7. No vehicle shall be removed under the authority of an impounding ordinance if, at the time of such intended removal, the owner or the person for the time being in charge of such vehicle is present and expresses a willingness and intention to immediately remove said vehicle.

#### **Section 404. Suspension of Parking Privilege**

The Mansfield State College Traffic Court may suspend the parking privilege of any individual at Mansfield State College upon showing reasonable cause for such action. Notice shall be sent to the individual when his parking privilege has been suspended.

#### **Section 405. Temporary Closing of Sections of Campus**

The Director of security shall have the authority to temporarily close or restrict parking and/or traffic at Mansfield State College.

#### **Section 406. Exclusions**

Emergency vehicles are excluded from this article; however, said vehicle shall not be parked or operated in a manner which will constitute a safety hazard.

### **ARTICLE V. TRAFFIC SIGN INTERPRETATION**

#### **Section 500. Signs or Signals**

It shall be unlawful for the driver or operator of any vehicle on the grounds of Mansfield State College to disobey the directions of any traffic sign unless so directed by a peace officer.

**PENALTY.** Any person violating Section 500 of this article shall, with right of appeal before the Traffic Court, pay a fine not exceeding \$15.00.

### **ARTICLE VI. FINES**

#### **Procedure for Paying Fines:**

Checks are to be made payable to the Commonwealth of Pennsylvania. Fines are paid in the Security Office between 9:00 A.M. and 4:00 P.M.

#### **Procedure for Unpaid Fines:**

Traffic and parking violations not appealed according to Section 700 of Article VII shall be referred to the district magistrate in citation form.

### **Fines: First Parking Violation**

A warning ticket will be issued for the first parking violation. To be a warning, however, the ticket must be presented in person at the Security Office within 48 hours.

RECEIPT OF FOUR OR MORE TICKETS, mandatory appearance before Traffic Court. ALL TICKETS, including warning tickets must be cleared through the Security Office.

## **ARTICLE VII. APPEALS**

### **Section 700. Procedure:**

Traffic and parking violations may be appealed in writing within 72 hours after the violation to the Director of Security. Appeals not resolved by the Director of Security will be referred to the Mansfield State College Traffic Court. The Traffic Court shall consider each appeal referred within twenty (20) days of issuance of the notice of violation, or at the next scheduled Traffic Court Meeting. When appeals are denied by the Traffic Court, fines shall be payable within one week following the date of the notification sent by the Traffic Court to the appellant. Notice of action taken by the Court shall be sent to each person appealing a violation. If the person whose appeal is denied fails to pay his fine within the prescribed time limit, a citation shall be filed with a district magistrate within five (5) days.

## **SNOW REMOVAL**

### **Definition and Purpose**

It is the intention of this procedure to identify the steps necessary to remove all vehicles from key streets and parking areas on campus so as to permit Buildings and Grounds to clear snow from the areas.

#### **Scope**

This procedure concerns all personnel with vehicles on campus.

#### **RESPONSIBILITY.**

1. Security will be responsible for all notices to dorms and office buildings as to snow removal and/or plowing.
2. Security to control and remove all cars that are hindering the snow removal process.
3. Maintenance insures that the East Parking Lot is plowed so as to have a place to park cars.

#### **PROCEDURE.**

1. Security Office shall make it known to all persons parking cars on campus either by posted notices on bulletin boards, radio, loud speakers in dormitories or a combination of these, where parking lots or streets shall be vacated for snow removal purposes. After snow has been removed in any given area, Security shall advise all persons by the same means as to the re-opening of street or parking lot parking.
2. Upon proper notice, if vehicles are not removed by the owners, Security shall have the vehicles removed by tow truck at the owners' expense. Security officers shall make every effort to contact owners of cars, but in the event the owners cannot be found, towing will be done as a last resort.
3. In the event of a heavy snow warning being predicted for the area, students that have cars parked along either side of Clinton Street from College Place to First Street, in service parking areas surrounding and adjacent to dormitories in the parking lots in back of the Infirmary and in back of the Tennis Courts on the South end of the Campus will make an immediate attempt to transfer their vehicles to the East Parking Lot of the Campus prior to the snow fall, or, if possible, at the very early stages of the snowfall. The students shall continue using the East Parking Lot area until word is received from Security that the snow emergency has passed.

# ACADEMIC POLICIES



# **SCHOLASTIC STANDARDS AND REQUIREMENTS**

## **ACADEMIC COUNSEL**

Students are urged to make the fullest possible use of the academic counseling available to them through their respective advisors, departmental chairpersons, instructors and deans. Faculty are expected to post and keep regular office hours for this purpose.

The student should make a choice of major only after considerable thought and deliberation. Current information regarding the various fields of study offered at Mansfield State College may be obtained from the Department Chairperson, Academic Dean, and the Placement Office.

## **CLASS STANDING**

Class standing is determined by the total number of semester hours earned including acceptable credits transferred from other accredited colleges.

Freshman .....	0-31 semester hours of earned credit
Sophomore .....	32-63 semester hours of earned credit
Junior .....	64-95 semester hours of earned credit
Senior .....	96 semester hours or more of earned credit

Before the end of the sophomore year, students are to select a major field of study. To select a major (if initially "undecided") or to change a major, a student must process a Change of Curriculum Form, which may be obtained from the student's Dean.

## **SEMESTER**

To be considered a full-time student a minimum of 12 semester hours of work must be carried. 12 to 18 semester hours constitutes a normal student class schedule. A student desiring to carry more than 18 semester hours must obtain permission from his/her department chairperson (for credits beyond 18 there is a per credit hour fee) and meet the following:

### **Credits      Quality Point Average**

19      2.60 or above

20      3.00 or above

(Exceptions must be approved by  
the office of Academic Affairs)

## MARKING AND POINT SYSTEM

Mansfield State College employs the 4-point system in evaluating academic performance:

GRADE	INTERPRETATION	QUALITY POINTS
A	Excellent	4
B	Above Average	3
C	Good College Work	2
D	Passing	1
F	Failure	0
I	Incomplete	0
P	PASSING	0
F	Failing	0
W	Withdrawal	0

Instructors may correlate percentage scores with letter grades. For such correlations the following list of equivalents is presented:

90 — 100 = A
80 — 89 = B
70 — 79 = C
60 — 69 = D
0 — 59 = F

The quality point average (Q.P.A.) is determined by dividing the total number of quality points earned by the total number of semester hours of work attempted, excluding semester hours earned on the Pass-Fail basis. It should be noted that semester hours and credit hours are one and the same. The Q.P.A. is the index by which a student's academic standing is judged.

An "F" grade in a required course must be cleared by repeating the course. If a student who entered Mansfield State College in June, 1975 or later repeats a course which cannot be repeated for credit, all grades received shall be included on the transcript, but only the last grade received shall be used to compute the student's Q.P.A.

An "I" (incomplete) grade is used to denote unfinished work because of a death in the family, illness, accident or other serious mitigating circumstances. "I" grades are given by the professor of the course in consultation with the Academic Affairs Office. The student is responsible for the removal of an "I" grade before the end of the third week for the next semester, excluding summer school. If the "I" grade is not cleared in that period, the Records Office shall record a final grade of "F".

In addition to letter grades, the following designations (none of which is figured in the Q.P.A.) are used in situations warranting them:

S — Satisfactory

U — Unsatisfactory

EX — Credit by examination

W — Withdrawal from the course after the drop-add period with the approval of the instructor and the Office of Academic Affairs.

AU — Audited

P — Pass on P/F basis

F — Fail on P/F basis

### **WITHDRAWAL FROM OR ADDITION OF A COURSE**

A student must add a course during the first two weeks of the semester.

During the first nine weeks of the semester or the equivalent period in summer school, a student may withdraw from a course by submitting the completed "drop form" to the Registrar. No record will be made of the action.

From the end of the ninth week to the end of the semester, withdrawal from a course will be authorized only for extenuating circumstances which must be approved by the student's Department Chairperson, the Instructor and the Registrar. A statement in writing from the student's medical doctor, counselor, or close family must be approved before a student is permitted to complete withdrawal procedures.

If the withdrawal is authorized, a "WP" or "WF," based upon achievement at that point, will be recorded on the transcript without being computed in the Q.P.A. A student will receive an "F" in any course from which he/she withdraws without approval.

### **PASS-FAIL POLICY**

1. Eight courses may be taken under the pass/fail option over the total four years. A student may take no more than one course for pass/fail each semester.
2. No 100 or 200 level courses taken in fulfillment of Core or General Education requirements may be taken pass/fail.
3. Any 100 or 200 level course may be taken for pass/fail but they will be counted as free electives only.
4. Courses required by the major department may only be included in the pass/fail option at the discretion of the department.

5. Pass grades will be "D" or better and three failures under the option will constitute loss of the option. Pass/fail courses are not reflected in the quality point average of the student, but will be counted as credits earned if a passing grade is received. The student has a two week period at the beginning of the semester to elect to take a course pass/fail. He may not change his pass/fail option to a letter grade or select the pass/fail option after the two-week add period has passed.

### **CHANGE OF MAJOR**

Requests to change major may be initiated in the office of the student's appropriate Dean.

### **PETITION**

Whenever any rule or regulation of the College causes an unfair hardship, the student is entitled to petition for an exception by filling out a petition form obtainable from his/her appropriate Dean. Advisors will be glad to assist in the preparation of a petition. Completed forms should have the necessary signatures prior to submission to the Office for Academic Affairs.

### **ACADEMIC DISMISSAL POLICY**

Students attending Mansfield State College are permitted continued matriculation governed by credits attempted with the corresponding minimum quality point average (Q.P.A.) as required by the outline below.

The grade report issued to students at the end of every marking period serves as the means by which each student is informed of his/her academic standing. Should a student's grade point average be below a cumulative 2.0 he/she will receive a letter of warning from the Academic Affairs Office. The following schedule shall be the minimum requirement for continuation and satisfactory standing at Mansfield State College.

0 — 18 S.H. attempted	1.00 Q.P.A. or better
19 — 37 S.H. attempted	1.60 Q.P.A. or better
38 — 56 S.H. attempted	1.80 Q.P.A. or better
57 — or more S.H. attempted	2.00 Q.P.A. or better

Any student whose quality point average is below the standard set forth above at the end of the fall or spring semester will be dismissed from the college.

Transfer students are not subject to academic dismissal until they have completed two semesters at Mansfield State College unless their Q.P.A. at the end of the first semester is less than 1.00. Thereafter transfer students are subject to the same academic standards. For example, a student who is granted eighteen (18) semester hours of credit in transfer and who has accumulated thirty (30) semester hours of credit during the

two semesters at Mansfield will have attempted a total of forty-eight (48) semester hours at the end of the second semester and must earn a Q.P.A. of at least 1.80 to continue.

Readmitted students are subject to the same academic standards.

A one year interval must elapse before a student who has been dismissed for academic deficiency may be readmitted to the College. Students twice dismissed for academic reasons, automatically terminate their association with Mansfield State College.

### **ACADEMIC STANDARDS REVIEW BOARD**

Students who have not achieved the minimum required grade point average to permit them continued matriculation will be dismissed from the College. The academic standard to be followed in the case of each student will be that academic standard's policy which was in effect at the time of the student's initial matriculation or readmission.

Following dismissal notification a student, upon personal initiative, has recourse to the Academic Standard's Review Board if in his/her opinion there would be sufficient reason upon which to appeal the dismissal. Should the student desire a review of the case, he/she should state this to the administrative officer informing him/her of dismissal.

#### I. Composition of the Review Board:

- A. The Assistant Vice President for Academic Affairs serves as Chairperson of the Board.
- B. One faculty member from each school of the College plus one member-at-large shall serve as voting members of the Board for a term of one year.
- C. The Chairperson of the student's department shall have one vote.
- D. One faculty member of the student's choice shall have a vote.

#### II. Procedures:

- A. The Office of Academic Affairs shall establish the dates of the Review Board and notify the student of the designated time and place. The Chairperson of the Board will not have a vote unless there is a split decision.
- B. After having been notified of the time for the hearing the student is expected to address to the Chairperson of the Review Board a written appeal stating his/her case. This written appeal may be mailed to the Chairperson or brought in person by the student to the hearing. In no case, however, will the Board be obligated to decide an appeal if the student has failed to provide the Board with a written statement of the appeal.

- C. After receiving information with regard to the appointed time and place for the hearing, the student is expected to request his/her departmental chairperson and a faculty member of personal choice to appear before the Board at the appropriate time. The Board will not hear a student who does not have faculty representation.
- D. Before a student discusses the case with the Board, the student's written review will be read by the Board. The voting members of the A.S.R.B. will consider all necessary records of the student. The student also will be given the opportunity to speak to the A.S.R.B. (if he/she so desires).
- E. Following the presentation of the appeal, the five Board members for the case will vote by secret ballot (example: John Doe — granted or denied) and the student will be notified immediately of the Board's decision.
- F. Failure to appear on the part of the student constitutes waiver of the appeal. Should the student's chairperson or the faculty member of personal choice fail to appear, the remaining voting members will have the determining votes. A majority vote of the members will determine the decision on any specific case.
- G. If the student's appeal is denied, he/she may initiate an appeal to the President if he/she has new information to present.

### **WITHDRAWAL FROM THE COLLEGE**

Students wishing to withdraw from the College must initiate the process in the Testing and Counseling Center. After proper completion of all withdrawal papers the student is cleared for formal withdrawal.

The student's academic record is marked with the words "Withdrew (date) No Credit." No grades whatever are recorded. If a student withdraws at the end of the semester and wishes to receive credit and grades for the semester, the withdrawal form must be dated on the day following the last day of classes/final exams.

Withdrawal without proper notification and approval may prejudice the student's record and his/her chance for readmission. The College reserves the right to record "F" grades for courses not completed during the semester in which the student has improperly withdrawn.

### **ABSENCE POLICY**

Regular and punctual class attendance is expected of all students.

Student evaluation expressed as grades will be determined on the basis of academic performance which may include classroom participation. Professors will outline their criteria for academic evaluation prior to the end of the first week of class.

Bona fide absences because of illness, serious mitigating circumstances, or absences because of official College representation approved by the Office of the Vice President for Student Affairs shall be accepted by all faculty.

The student is responsible directly to his/her instructors for class and laboratory attendance; absences must be made up to the satisfaction of the instructor.

#### **ACADEMIC INTEGRITY**

Faculty members are expected to take reasonable precautions to reduce to a minimum opportunities for dishonesty in academic work. Faculty should instruct the students as to the meaning of plagiarism so as to aid in solving the plagiarism problem. Where possible, the faculty member is expected to assess offenses of academic dishonesty in the interests of acceptable high standards. This is a matter primarily between the student and instructor. Requests for special assistance may be made to the Office of Academic Affairs.



# **POLICY ON THE CONFIDENTIALITY OF STUDENT RECORDS MANSFIELD STATE COLLEGE**

## **PREFATORY STATEMENT**

Mansfield State College collects and maintains data and information about students for designated periods of time for the expressed purpose of facilitating their educational development. The College recognizes the privacy rights of individuals, as guaranteed by the Family Rights and Privacy Act of 1974 and the Pennsylvania Right-to-Know Law of 1957, yet attempts to balance those rights with the institution's need for information relevant to the fulfillment of its educational missions. The College further recognizes its obligations to inform the student of the existence and location of records as well as to define the purpose for which such information is obtained; to provide security for such material; to permit student access to, disclosure of, and challenge to this information as herein described; and to remove such information when its retention is no longer warranted.

## **STATEMENT OF POLICY REGARDING ACCESS TO EDUCATION RECORDS**

No information from records, files and data directly related to a student shall be disclosed to individuals or agencies outside Mansfield State College without the express written consent of the student. The only exceptions to this policy of access involve response to lawful subpoena or court order and where the request is submitted by specifically designated educational and governmental officials as required by the Family Education Rights and Privacy Act of 1974 (Public Law 93-380 Education Amendments). Information contained in such records may be shared within the College. Records originating at another institution will be subject to these policies. There will be annual notification to students of the provisions of this policy.

## **DEFINITION OF EDUCATION RECORD AND STUDENT**

Education records are defined as those files, documents and other materials which contain information directly related to a student and are maintained by Mansfield State College or by a party acting on behalf of Mansfield State College.

Material not included within the scope of the term education record and therefore not available for inspection by the student are:

Records of instructional, supervisory and administrative personnel and ancillary educational personnel which are in the sole

possession of the maker thereof and are not accessible or revealed to any other individual except a substitute. A substitute refers to an individual who performs on a temporary basis the duties of the individual who made the record and does not refer to an individual who may permanently succeed the maker of the record. Disciplinary records are covered by this provision with the exception that they may be personally reviewed by a lawyer or other appropriate professional of the student's choice.

Records relating to an individual's employment which are maintained in the normal course of business and which relate exclusively to his or her capacity as an employee.

Records of the Security Office which are maintained separately from other institutional records and solely for law enforcement purposes.

Records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity, or assisting in that capacity are not subject to the provisions of access, disclosure and challenge. Such records, however, must be created, maintained or used only in connection with the provision of treatment to the student and are not disclosed to anyone other than the individuals providing the treatment. The definition of treatment does not include remedial educational activities or activities which are part of a program of instruction. Such records may be personally reviewed by a physician or other appropriate professional of the student's choice.

For the purpose of this policy, a student is defined as an individual currently or previously enrolled in any academic offering of the College. This definition does not include prospective students.

#### **COLLEGE OFFICERS RESPONSIBLE FOR STUDENT RECORDS**

The following College Officers are designated as responsible for student records within their respective areas: Vice President for Academic Affairs, Vice President for Administrative Affairs, and the Vice President for Student Affairs.

Each of these officers is responsible for making available a list of student records within his or her respective area of responsibility indicating the purpose, storage, security and disposition of each student record. The Vice President for Student Affairs will be responsible for maintaining a college-wide listing of the records, files and data collected on individual students.

## **DISCLOSURE OF PUBLIC INFORMATION**

The following information may be made available regarding students of the College without their prior consent and is considered part of the public record of their attendance:

1. Name
2. Address (local and permanent)
3. Telephone number
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Degrees and awards received
10. Most recent educational institution attended

A student wishing to prevent the public disclosure of the above information may request same by contacting the Office of the Vice President for Student Affairs prior to the close of the first week of classes of any given academic semester. Such a request, however, must be to prevent the public disclosure of all of the above information not one or more of the ten individual items.

## **DISCLOSURE OF EDUCATION RECORDS TO THE STUDENT**

Students are accorded the right to inspect, in the presence of a College staff member, official college records, files, and data which refer directly to them. Where the records contain information relative to third persons, students will be informed by College officials of only that information which pertains specifically to them.

This right of inspection must be honored within a reasonable time, but in no case longer than forty-five (45) days, following submission to the appropriate official of a written request to inspect personal records. Students also have the right to receive an explanation of any information contained in files.

Students are entitled to challenge or add to the factual basis of any entry contained in the records for the purpose of correcting misleading inaccurate or inappropriate data contained therein. However, the substantive judgment of a faculty member about a student's work expressed in grades and/or evaluation is not within the purview of this right to challenge. Challenges should be submitted in writing to the appropriate College official in which area the questioned material is maintained.

The College officer receiving the challenge is authorized to rectify the entry and so notify the student without a hearing if such a course of action is warranted. The designated officer will evaluate the challenge to the questioned entry and will determine whether or not the material is inaccurate and/or misleading in a manner justifying its correction or

removal from the records. The student's written statement of challenge regarding the content of the record will remain a part of that record regardless of the outcome of the challenge. An adverse decision may be appealed in writing by the student to the appropriate Vice President and, finally, to the President of the College.

A student may waive his/her right to access to confidential letters of recommendation which he/she seeks for admission to any educational agency or institution, for employment, or for application for an honor or honorary recognition. The student must be notified on request of all such individuals furnishing recommendation, and the letters must be solely for the stated purpose for which the student was notified and for which he/she waived right of access. Such waivers may not be required as a condition for admission to, receipt of financial aid form, or receipt of any other services or benefits from such agency or institution.

Each record-keeping unit of the College will establish procedures for accommodating requests for students access to their records. An administrative charge not exceeding the actual cost to the College of providing access may be initiated in certain areas for access to record information. While public law does not require copy privilege, students may request same. The decision to provide copies of the requested documents rests with the responsible administrative officer. The fee for each copy will be in accord with the above statement on costs.

### **DISCLOSURE OF EDUCATION RECORDS TO THIRD PARTIES**

Mansfield State College shall release education records or personal information only with the expressed written consent of the student. Disclosures will be made to a third party only on the condition that written consent is obtained from the student and only on condition that the third party will not permit additional access to the information by an additional person without further written consent of the student prior to such an individual transfer of information.

Exceptions to this are as follows:

**1. Disclosure to Educational Officials**

School officials within the Mansfield State College community who have a legitimate professional right-to-know may have access to student records.

**2. Disclosure Pursuant to Judicial Order**

Information concerning a student shall be released if properly subpoenaed pursuant to a judicial, legislative, or administrative proceeding. Effort will be made to give advance notice to the student of such an order before compliance by the College.

**3. Disclosure Pursuant to Requests for Financial Aid**

Necessary academic and/or financial student records may be disclosed without the student's prior consent in connection with the student's application for, or receipt of, financial aid.

4. Disclosure to Federal and State Authorities

This policy will not preclude access to student records by authorized federal and state officials in connection with the audit and evaluation of federally supported education programs or in connection with the enforcement of federal and state legal requirements which relate to such programs. Except when collection of personally identifiable data is specifically authorized by federal and state law, any data collected and reported with respect to an individual student will not include information (including Social Security number) which would permit the personal identification of such student.

5. Disclosure Under Emergency Conditions

On an emergency basis information about a student may be released by a designated officer of the College when that information is necessary to protect the health or safety of a student.

6. Disclosure to Education Agencies or Institutions

Information which will not permit the individual identification of students may be released to organizations of educational agencies or institutions for the purpose of developing, validating, and administering predictive tests and measurements. Similarly, information may be released to accrediting organizations in order to carry out their accrediting functions.

7. Disclosure to Parents of Dependent Students

Information concerning a student who is dependent (as defined in the Internal Revenue Code of 1954) may be released to that student's parents. The Internal Revenue Service defines a dependent student as one who attended an educational institution full-time for any five calendar months of a tax year and who was provided more than one-half of his/her support as claimed by the parents on their income tax statement. For purposes of this policy the assumption, unless individually certified to the contrary under the criteria above, will be that undergraduate students of the College are dependent students. Certification of independence may be affected through the Office of the Vice President for Student Affairs.



MR. J. PAUL McMILLEN  
Executive Director,  
Mansfield Foundation

## THE MANSFIELD FOUNDATION, INC.

The Mansfield Foundation, Inc. is a non-profit corporation formed in 1974 in support of educational activities throughout the northern tier of Pennsylvania in conjunction with Mansfield State College.

A broad spectrum of projects is funded by the Foundation including scholarships, student loans, assistance to departmental programs and faculty support. The Foundation also assists with the Mansfield Festival Theatre, Alumni Weekend and the publishing of the **Mansfieldian**. Contributions to aid projects such as these come from alumni, faculty, parents, friends of the College and the business community.

The Foundation office is located in the Richards House on campus. Mr. J. Paul McMillen is the Executive Director and the Board of Directors is represented by six constituencies: Trustees of the College, Faculty, Alumni, Student Body, College Community Services and the Community-At-Large.

# COMMUNITY SERVICES



## MANSFIELD BUSINESS HOURS

### U. S. POST OFFICE

#### Window Service

Monday, Tuesday, Wednesday, Thursday	
and Friday	..... 8:30 a.m. to 5 p.m.
Saturday	..... 8:30 a.m. to 12:00 noon

#### Lobby

Monday through Saturday	..... 6:00 a.m. to 6:00 p.m.
Sunday and Holidays	..... 8:30 a.m. to 5:00 p.m.

### COMMONWEALTH BANK AND TRUST COMPANY

Monday, Tuesday and Thursday	..... 8:30 a.m.-4:30 p.m.
Friday	..... 8:30 a.m.-8:00 p.m.
Wednesday and Saturday	..... 8:30 a.m.-12:00 noon

### FIRST CITIZENS NATIONAL BANK

Monday, Tuesday, Thursday	
Walk-up	..... 8:30 a.m.-9:00 a.m., 3:00-4:30 p.m.
Lobby	..... 9:00 a.m.-3:00 p.m.
Drive up	..... 8:30 a.m.-4:30 p.m.
Friday	
Walk-up	..... 8:30 a.m.-9:00 a.m., 3:00-6:00 p.m.
Lobby	..... 9:00 a.m.-3:00 p.m., 6:00 p.m.-8:00 p.m.
Drive-up	..... 8:30 a.m.-8:00 p.m.
Wednesday and Saturday	
Walk-up	..... 8:30 a.m.-9:00 a.m.
Lobby	..... 9:00 a.m.-12:00 Noon
Drive-up	..... 8:30 a.m.-12:00 Noon

### RESTAURANTS

Hours of service in local restaurants vary with season; most are open for service of breakfast, lunch and dinner. Closing hours are posted on the premises.

### STORES AND BUSINESS ESTABLISHMENTS

Most Mansfield businesses close on Wednesday afternoons; in general, the local hours of business are:

Monday, Tuesday, Thursday and Saturday	... 9:00 a.m. to 5:30 p.m.
Friday	..... 9:00 a.m. to 9:00 p.m.
Wednesday	..... 9:00 a.m. to 12:00 noon

## TRANSPORTATION

The Mansfield Bus Terminal is located at 20 South Main Street next to the Dutch Pantry Restaurant.

By auto, Elmira is 30 miles from Mansfield, Williamsport — 49 miles, Philadelphia — 225 miles, Erie — 226 miles and Pittsburgh — 270 miles.

Major airlines schedule flights to both Chemung County Airport on Route 17 between Elmira and Corning, New York, and to Lycoming County Airport in Montoursville adjacent to Williamsport, Pennsylvania.

## LODGING

Valley Motel .....	Mansfield, Pa.
Boyce Motel .....	Wellsboro, Pa.
Canyon Motel .....	Wellsboro, Pa.
Fritz's Motel .....	Mansfield, Pa.
Mansfield Motel .....	Mansfield, Pa.
Penn-Wells Hotel .....	Wellsboro, Pa.
West's Motel .....	Mansfield, Pa.

## MANSFIELD AREA CHURCHES

**FIRST BAPTIST CHURCH** Corner of N. Main Street and Sherwood Ave.  
Rev. Benjamin Nevin 662-2248 (office) 662-3172 (home)  
Service — 11:00 a.m.  
Church School — 9:45 a.m.

**CHURCH OF THE HOLY CHILD (Roman Catholic)** S. Main Street  
Rev. Joseph Houston 662-3568 (rectory) 662-9996 (church)  
Mass Sunday — 9:30 a.m. and 11:00 a.m.  
Weekdays — 8:30 a.m.

**ST. JAMES EPISCOPAL CHURCH** Wellsboro and St. James Streets  
The Rev. David Smith 662-2003  
Holy Communion — 9:00 a.m. and 11:00 a.m.  
Sunday School — 10:00 a.m.  
Evensong (1st Sunday of the month) — 5:00 p.m.

**FIRST UNITED METHODIST CHURCH** Wellsboro and Academy Streets  
Rev. David Weaver 662-3610  
Services — 11:00 a.m.  
Choir — 9:45 a.m.  
Sunday School — 9:45 a.m.

**FIRST PRESBYTERIAN CHURCH** Wellsboro Street  
Rev. William Emery 662-3132 (study) 662-3092 (church)  
Choir — 9:45 a.m.  
Church School — 9:45 a.m.  
Common Worship — 11:00 a.m.

HOPE LUTHERAN CHURCH In St. Peter's Parish Center, Pearl Street in Wellsboro

Rev. Richard Ruff 376-5001 (CHAPLAIN: SOLDIERS AND SAILORS MEM. HOSPITAL Wellsboro, Pa. 724-1631)

Sunday School — 9:45 a.m.

Worship Service — 10:30 a.m.

HIGHWAY TABERNACLE ASSEMBLY OF GOD Route 6, Highway

Rev. Kenneth Meyer 662-3657

Service — 11:00 a.m.

Church School — 9:45 a.m.

Sunday Night Service — 6:30 p.m.

SEVENTH DAY ADVENTIST CHURCH Route 6

Pastor Eugene Wood

Sabbath School — Saturday, 10:00 a.m.

Worship Service — Saturday, 11:30 a.m.

MAINESBURG UNITED METHODIST, ELK RUN UNITED METHODIST, STATE ROAD BAPTIST

Mr. Richard Williams 549-2483

Elk Run U.M. Church School — 10:00 a.m.

Worship — 11:00 a.m.

Mainesburg U.M. — State Rd. Baptist

Worship — 9:30 a.m.

Church School — 10:30 a.m.

CHURCH OF CHRIST DISCIPLES Canoe Camp

Sunday School — 9:30 a.m.

Worship Service — 10:30 a.m.

CONGREGATION B'NAI ISRAEL 900 W. Water, Elmira, New York

Rabbi David Zielonka

Service Friday Evening — 8:00 p.m.

Saturday Morning — 8:00 a.m.

WHERE IT'S AT  
ON CAMPUS

CAMPUS VIEW DR

STADIUM DR

## OFFICE DIRECTORY

Administration .....	Alumni Hall
Admissions .....	Alumni Hall
Alumni Affairs .....	North Hall
Art Department .....	Allen Hall
Arts and Sciences .....	South Hall
Audio Visual Department .....	North Hall
Biology Department .....	Grant Science Center
Bookstore .....	Manser Hall
Business, Economics and Computer Science .....	North Hall
Campus Ministry .....	South Hall
Chemistry Department .....	Grant Science Center
College Union Board .....	Memorial Hall
Computer Education Center .....	North Hall
Continuing Education .....	South Hall
Counseling Center .....	Haverly House
Criminal Justice Administration .....	North Hall
Development Office .....	North Hall
Dining Hall .....	Manser Hall



Dormitories .....	Cedarcrest Manor Hemlock Manor Laurel Manor A & B Maple Hall A & B Pinecrest Manor
Education .....	Retan Center
Elementary Education .....	Retan Center
English Department .....	Belknap Hall
Financial Aid .....	South Hall
Fine and Applied Arts .....	Alumni Hall
Foreign Languages .....	Belknap Hall
Geography and Regional Planning .....	Belknap Hall
Graduate Studies .....	Alumni Hall
Health/Physical Education .....	Decker Gymnasium
History Department .....	South Hall
Home Economics .....	Home Economics Center
Infirmary .....	Doane Health Center
Library .....	Alumni Hall (Main Library) Retan Center (Education) Butler Center (Music)
Mathematics Department .....	South Hall
Music Department .....	Butler Center
Nursery School .....	Home Economics Center
Philosophy Department .....	South Hall
Physics Department .....	Grant Science Center
Placement Office .....	South Hall
Planetarium .....	Grant Science Center
Political Science Department .....	South Hall
Psychology Department .....	South Hall
Public School Nursing .....	Doane Health Center
Radio Station .....	South Hall
Secondary Education .....	Retan Center
Security Office .....	Recreation Center
Sociology/Anthropology .....	South Hall
Special Education .....	Retan Center
Special Programs .....	South Hall
Speech Communication and Theatre .....	South Hall
Steadman Theatre .....	Butler Center
Student Affairs .....	South Hall
Student Government .....	Memorial Hall
Students (Dean) .....	Memorial Hall
Teacher Education .....	Retan Center
TV and Instructional Electronics .....	North Hall

## OFFICE LOCATIONS

### ALUMNI HALL

Office of the President .....	Room 118/122
Vice President for Academic Affairs .....	Room 106
Assistant Vice-President for Academic Affairs .....	Room 104
Vice-President for Administrative Affairs .....	Room 111
Director of Admissions .....	Room G8
Assistant Director of Admissions .....	Room G11
Office of Graduate Studies .....	Room 109
Registrar .....	Room G1
Director of Budgets and Accounts .....	Room 135
Computer Service Center .....	Room 125
Admissions Counselor .....	Room G7
Director of Personnel Services .....	Room 130
Revenue Office .....	Room 138
Affirmative Action Office .....	Room 117

### MEMORIAL HALL

Dean of Students .....	Room 209
Director of Student Activities .....	Room 205
Student Government Association .....	Room 214
College Union Board .....	Room 215
Carontawan .....	Room 211
Flashlight .....	Room 217
Information Desk .....	1st Floor Lobby

### SOUTH HALL

Vice President for Student Affairs .....	Room 110
Residence Life Office .....	Room 106
Financial Aid Office .....	Room 107
Office of Career Planning and Placement .....	Room 204
Veterans Office .....	Room 107
Director Continuing Education .....	Room 103
Dean, Arts and Sciences .....	Room 112
Advising Center .....	Room 112A

### MANSER HALL

Central Bank .....	Manser Lobby
College Community Services .....	Manser Lobby

## CAMPUS BUILDINGS

### **Allen Hall.**

Building Director — Dr. Bencetic

Any student or organization wishing to use Allen Hall or the Little Theatre in Allen Hall after 5:00 p.m. or on Saturday or Sunday must file for permission with the Building Director well in advance of proposed date.

Due to the construction of the building, there will be no smoking except in the rest rooms and offices. Failure to obey these directives could lead to disciplinary action.

### **Belknap Hall.**

Building Director — Mr. Bogart

All persons who intend to use the building at any time should request permission from the office of the building director. The building will be open from 7 a.m. to 10 p.m.

All student activities should cease at 11:00 p.m.

Students using the rooms will observe the "no smoking" rules.

### **Butler Center.**

Building Director — Dr. E. Zdzinski

1. The building will be open daily from 7:00 a.m. to 11:00 p.m. for scheduled activities and for practicing.
2. To reserve the use of Steadman Theatre, classrooms, or rehearsal rooms, contact the Music Department Office.
3. No smoking except in corridors and foyers.
4. The building will be open for music students, for use of assigned rooms only during the following hours: after 5:00 p.m. from Monday through Friday; from noon on Saturday and Sunday.

### **Decker Gym.**

Building Director — Mr. H. Shaw

1. Only the students taking part in scheduled classes, practice for sports, or regularly-scheduled recreational activities shall be allowed to use the gymnasium except by permission from the director of the building.
2. No one shall be allowed on the gymnasium floor unless he is equipped with regulation gymnasium shoes.

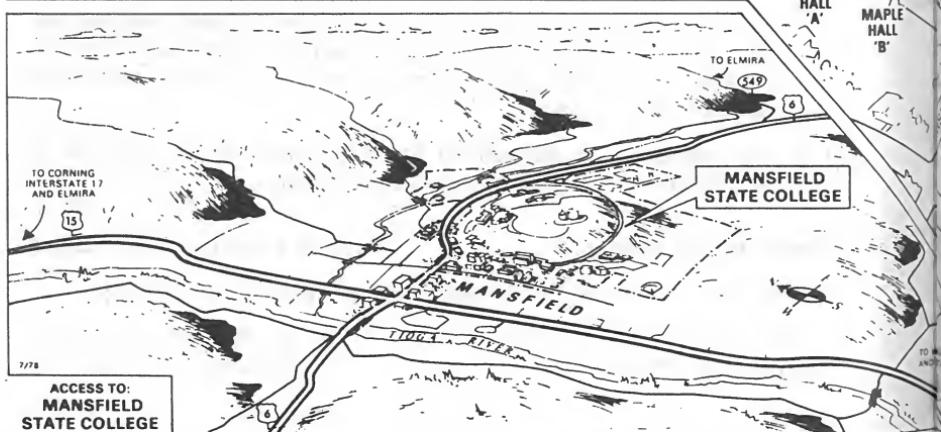
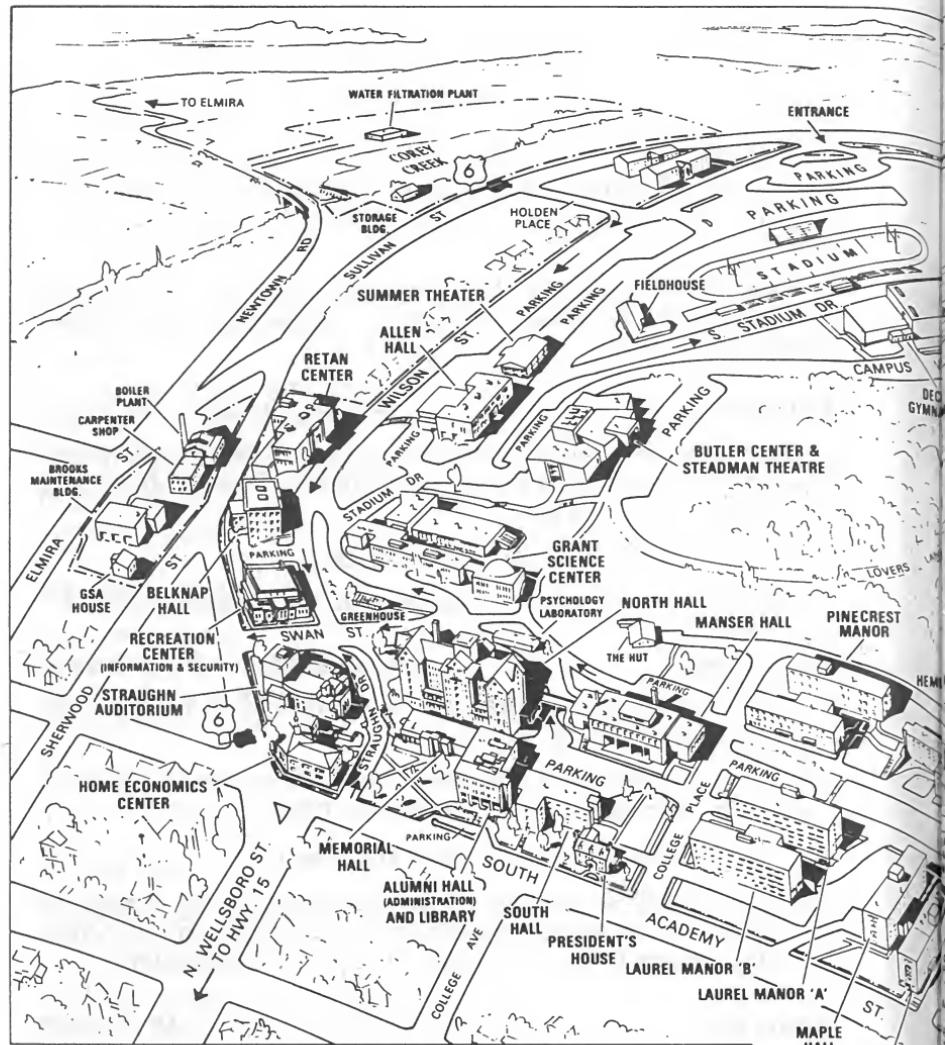
### **Doane Health Center.**

Building Director — Mrs. Jones

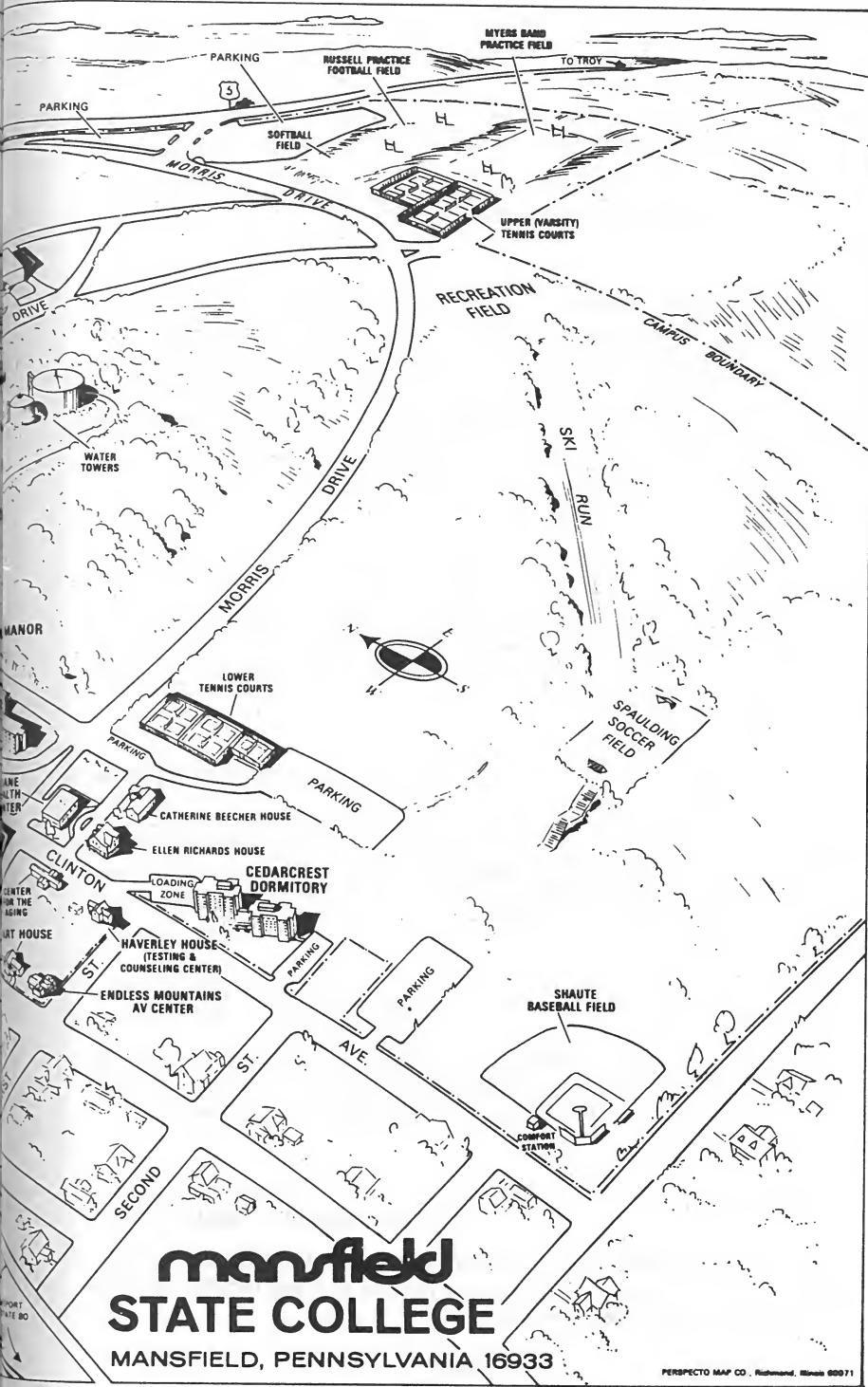
This building houses the college health services and infirmary.

There are nurses on duty 24 hours a day; so facilities are always available as needed.

*(Continued on Page 118)*



778  
ACCESS TO:  
MANSFIELD  
STATE COLLEGE



**Grant Science.**

Building Directors — Dr. Weed,  
Dr. Hartman, Mr. Mason

Students shall not use the building after 5:00 p.m. or on Saturday or Sunday unless attended by a member of the faculty.

For special meetings or club activities, permission to use the building may be secured from the Building Director.

**Home Economics Center**

Building Director — Ms. K. Keller

All persons who intend to use the Home Economics Center at any time, except for regularly scheduled classes, shall request permission from the building director in the Home Economics Center, Room 113. Student groups using the building must be attended by a faculty member unless other arrangements are made by administrative personnel.

Please observe "No Smoking" in the classroom.

**Manser Hall.**

Building Director — Mr. R. Kelchner

The lobby on the first floor of Manser Hall, the dining facility, is available for student and/or faculty groups after 7 AM daily. Reservations must be made in advance through the Dean of Student's Office, 209 Memorial Hall.

**Memorial Hall.**

Building Director — Mr. R. Kelchner

The College Union (Student Center) contains the Yearbook Office, the Student Newspaper Office, The Student Government Office and the College Union Board Office. Meeting rooms and lounge space are available by reservation through the Office of the Building Director, 209 Memorial Hall.

**Recreation Center.**

Building Director — Mr. Kelchner

Recreation facilities in this building are open for use from 8:00 a.m. to 11:00 p.m. Special groups wishing to use the facilities must reserve them through the office of the building director, 209 Memorial Hall.

**Residence Hall.**

Building Directors —  
Assistant Director of Residence Life

Residence Hall facilities are available only on a limited basis for non-residence hall groups. Inquires about the use of these facilities must be cleared with the building director.

**Retan Center.**

Building Director — Dr. R. Swinsick

1. All persons who wish to schedule the use of Retan Center facilities must request permission in advance from the Building Director. The name of the person in charge must be given at this time.
2. Student groups using the building should be attended by a faculty member or adviser. If this is not feasible, it is necessary to at least have the faculty adviser's endorsement of responsibility for the activity.
3. Granting of permission to use the building carries with it the responsibility for the using group to observe closely the smoking and general clean-up rules.

**South Hall.**

Building Director — Dr. R. Scott

1. This building is used for faculty offices and classrooms. Monday through Friday the building is open from 7:00 a.m. to 9:00 p.m.
2. Students will enter and leave the building through the North entrance and main door on the East side of the building. Exit on the Southeast corner may be used for egress only.
3. The building is not open on Saturday and Sunday unless prior arrangements are made through faculty and the building director.
4. Use of the ground floor (lower level) is confined to radio station personnel, faculty and administrators only.

**Straughn Auditorium**

(Seating Capacity — 1166)

Building Director — Mr. C. Crisp

1. The building will be opened by the janitor at 7:00 a.m. and closed at 6:00 p.m. Monday through Friday except when hours have been arranged for through the building director. The building will close for the weekend at noon on Saturday except as above.
2. All meetings, rehearsals, and other activities requiring the facilities of the auditorium or the stage must be scheduled in advance with the building director.
3. Arrangements for janitor services, including changes in the set-up of the stage must be made through the building director at least 48 hours in advance of the time needed.

## WHERE TO FIND THE ANSWERS

SUBJECT OR PROBLEM	WHERE TO GO FOR ANSWERS
Absences	
Clearance for illness .....	Doane Health Center
Clearance for other reasons .....	V.P. for Student Affairs, 110 SH
Activities, Student .....	Director, Student Activities, 205 MH
Adding Courses .....	Mr. Monoski, G1 Alumni Hall
Admission to College	
Undergraduate .....	Director of Admission, G7 Alumni
Graduate .....	Dean, Faculty of Graduate Studies, 109 Alumni
Advanced Standing .....	V.P. for Academic Affairs, 106 Alumni
Advisors to Organizations .....	Dean of Students, 209 MH
Affirmative Action Officer .....	123 Alumni
Alumni Affairs .....	Richards House
Athletic Events .....	Director of Athletics, Decker Gym
Attendance Regulations .....	V.P. for Academic Affairs, 106 Alumni
Audio-Visual Aids .....	23C, North Hall
Auditing Courses .....	Divisional Deans Offices
Automobiles	
Permit .....	Security Office, Rec. Center
Regulations .....	V.P. for Student Affairs, 110 SH
Billing .....	Revenue Office, 138 Alumni
Books and Supplies .....	Bookstore, Manser Hall
Campus Media (Carontawan & Flashlight) .....	2nd Floor, Memorial Hall
Campus Visitations .....	Ass't. Director of Admissions, G7 Alumni
Catalogue Interpretation .....	Academic Deans, Student Affairs, Staff Faculty Advisor
Changes of Major .....	V.P. for Academic Affairs, 106 Alumni
Certification, Teaching .....	Dean, Professional Studies, 113 RC
College Union Board .....	215 MH
Commencement .....	Mrs. DiBiase, 103 Alumni
Counseling .....	Counseling Center, Haverly House
Counseling, Career .....	Placement and Career Counseling, 204 South Hall
Dismissal	
Academic .....	Ass't V.P. for Academic Affairs, 103 Alumni
Disciplinary .....	V.P. for Student Affairs, 110 SH
Employment after graduation .....	Director of Placement, 204 SH
Employment, Off-Campus .....	Placement and Career Counseling, 204 South Hall
Employment, Summer .....	Placement and Career Counseling, 204 South Hall
Fees, Refunds .....	Revenue Office, 138 Alumni
Financial Problems .....	Student Financial Aid Office, 107 SH
Foreign Student Affairs .....	Counseling Center, Haverly House

Fraternities/IFC .....	Director of Student Activities, 205 MH
Guidance Testing .....	Haverly House
Health Problems .....	Doane Health Center
Intramurals .....	Hugh Schintzius, G12 Decker Gym
Judicial System .....	Mr. Maresco, 106 SH
Loans .....	Financial Aid Office, 107 SH
Lost and Found .....	Security Office, Rec. Center
Off-Campus Housing .....	Residence Life, 106 SH
Organizations and Activities .....	Director of Student Activities, 205 MH
Orientation .....	Dean of Students, 209 MH
Panhellenic/Sororities .....	Director of Student Activities, 205 MH
Parking .....	Director of Security, Traffic Comm., Rec. Center
Part-Time Work (Work-Study) .....	Financial Aid Office, 107 SH
Personal Problems .....	Counseling Center, Student Affairs Staff
Petition .....	V.P. for Academic Affairs, 106 Alumni
Probation, Disciplinary .....	V.P. for Student Affairs, 110 SH
Public Information .....	Recreation Center
Radio Station .....	WNTE Manager, Ground Level SH
Readmission .....	Director of Admissions, G7 Alumni
Registration Procedures .....	Mr. Monoski, G1 Alumni
Religious Counseling .....	Campus Ministry, 210 SH
Residence Hall Concerns .....	Residence Life, 106 SH
Scheduling of Rooms for Events .....	Building Directors
Scholarships and Loans .....	Financial Aid Office, 107 SH
Selling on Campus .....	V.P. for Student Affairs Dean of Students, 209 MH
Social Events Calendar .....	Director of Student Activities, 205 MH
Student Government .....	SGA Office, 214 MH Dean of Students, 209 MH
Study Skills Advisement .....	Counseling Center, Haverly House
Teacher Placement .....	Director of Placement, 204 SH
Testing and Test Interpretations ..	Counseling Center, Haverly House
Transcripts .....	Registrar, G1 Alumni
Transfers	
Majors .....	V.P. for Academic Affairs, 106 Alumni
To other Colleges .....	Counseling Center, Haverly House
Veterans Affairs .....	Financial Aid, 107 SH
Vocational Choice Problems ..	Counseling Center, Haverly House
Withdrawal from College .....	Counseling Center, Haverly House

## INDEX

<b>PRESIDENT'S MESSAGE</b>	1
<b>ABOUT MSC</b>	4
<b>STATEMENT OF MISSION Mansfield State College</b>	6
<b>GENERAL STUDENT INFORMATION</b>	7
Dining Room Information	8
Activities Fee	9
Damage Fee	9
Identification Cards	9
Bookstore	9
Soliciting	9
Motor Vehicle Registration	10
Prohibited Substances	10
Marriage (Change of Name)	10
Change of Address (Home or Campus)	10
Withdrawal	11
Refund Schedule	11
Housing Fee	11
Dining Charges	12
Miscellaneous Fees	12
<b>RESIDENCE LIFE</b>	13
Residence Halls	14
Residence Requirements	14
Residence Hall Staff	16
Residence Hall Government	16
Residence Hall Facilities	16
Residence Hall Procedures	18
Emergency Procedures	19
Residence Hall Regulations	20
Residence Hall Agreement	20
<b>SERVICES FOR STUDENTS</b>	23
Career Planning and Placement	24
Placement Services	24
Career Counseling Services	25
Summer Off-Campus Employment	26
College Health Services	27
Charge to Students	28
Infirmary Hours	28
College Physician's Hours	28
Visiting Hours	28
Student Health Insurance Plan	29
Counseling Center	30
Counseling Interview	31
Testing	31
Educational Adjustment	31

Financial Aid .....	32
Part-Time Campus Employment .....	33
Scholarships .....	33
Loans .....	34
Veterans Benefits .....	35
Affirmative Action/Desegregation Program .....	35
Affirmative Action/Desegregation Office .....	35
Human Relations Planning Committee .....	35
Equal Education Opportunity Program .....	36
Libraries .....	37
Services .....	37
Library Regulations .....	37
Overdues .....	38
Hours .....	38
Computer Educational Center .....	39
General .....	39
Location and Equipment .....	39
Computer Facility .....	39
Resource Center .....	40
Information .....	41
Mansfield United Campus Ministry .....	42
Office of Public Information .....	42
<b>STUDENT ACTIVITIES, CLUBS AND ORGANIZATIONS .....</b>	<b>43</b>
Office of Student Activities .....	44
Policies and Rules Governing Clubs & Organizations .....	44
Rules Governing Office Holding .....	44
Hazing and Initiation Activities .....	45
Registering an Event .....	45
Facilities Scheduling .....	45
Recognition of Student Organizations .....	46
Funding of Student Organizations .....	46
Clubs and Organizations on the MSC Campus .....	47
Social Fraternities and Sororities .....	61
Panhellenic and Inter-Fraternity Council .....	61
Athletic Activities .....	62
Intercollegiate Athletics .....	62
Intramural Recreation .....	62
Art Activities .....	63
Musical Organizations .....	64
Annual Campus Events .....	65
<b>GOVERNANCE &amp; JUDICIAL SYSTEM:</b>	
<b>RULES AND REGULATIONS .....</b>	<b>67</b>
Student Government Association .....	68
Judicial System .....	69
Rules and Regulations for the Maintenance of Public Order .....	81
Rules Governing Traffic and Parking at MSC .....	87

<b>ACADEMIC POLICIES .....</b>	<b>93</b>
Scholastic Standards and Requirements .....	94
Academic Counsel .....	94
Class Standing .....	94
Semester .....	94
Marking and Point System .....	95
Withdrawal From or Addition of A Course .....	96
Pass/Fail Policy .....	96
Change of Major .....	97
Petition .....	97
Academic Dismissal Policy .....	97
Academic Standards Review Board .....	98
Withdrawal from College .....	99
Absence Policy .....	99
Academic Integrity .....	100
<b>POLICY ON THE CONFIDENTIALITY OF STUDENT RECORDS AT MSC .....</b>	<b>101</b>
Mansfield Foundation, Inc. .....	106
<b>COMMUNITY SERVICES .....</b>	<b>107</b>
Mansfield Business Hours .....	108
Transportation .....	109
Lodging .....	109
Mansfield Area Churches .....	109
<b>WHERE IT'S AT ON THE MSC CAMPUS .....</b>	<b>111</b>
Office Directory .....	112
Office Locations .....	114
Campus Buildings and Building Directors .....	115
Campus Map .....	116-117
Where to Find Answers .....	120
<b>ACADEMIC CALENDAR .....</b>	<b>Inside Back Cover</b>

**MANSFIELD STATE COLLEGE  
MANSFIELD, PENNSYLVANIA**

**ACADEMIC CALENDAR 1979-80**

**SUMMER SESSIONS 1979**

Registration, Classes begin .....	June 11
Last day of classes, Final exams .....	June 29
Alumni Weekend .....	June 22-24
Registration, Classes begin .....	July 2
Last day of classes, Final exams .....	August 10

**FALL SEMESTER 1979**

Faculty Orientation .....	August 31
Registration .....	September 4
Classes begin .....	September 5
Last day to add classes or choose pass/fail option .....	September 19
Pre-registration for spring semester .....	October 24-November 9
Mid semester grades due .....	October 26
Last day to drop classes .....	November 7
Thanksgiving break .....	November 21-25
Classes resume .....	November 26
Special class schedule, Final exams .....	December 15-19
Last day of classes .....	December 19
Semester grades due .....	December 20

**SPRING SEMESTER 1980**

Registration .....	January 22
Classes begin .....	January 23
Last day to add classes or choose pass/fail option .....	February 6
Pre-registration for fall semester .....	March 12-March 27
Mid semester grades due .....	March 12
Last day to drop classes .....	April 26
Spring break .....	March 28-April 8
Classes resume .....	April 9
Special class schedule, Final exams .....	May 10-14
Last day of classes .....	May 14
Semester grades due .....	May 15
Commencement .....	May 17

Issued by the Office of Academic Affairs  
December 1978

**mansfield**  
MANSFIELD STATE COLLEGE  
MANSFIELD, PENNSYLVANIA 16933

